



Human Resources

A Division of Administrative Services

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To: All benefit-eligible Boulder County employees

From: Julia K. Yager, Director of Human Resources Division

Date: November 13, 2017

Re: Paid Caregiver Leave Policy

Effective January 1, 2018, six weeks of paid caregiver leave will be available to all benefit-eligible employees for the birth, adoption, or care of family members on an annual basis. Parents of infants born or adopted prior to January 1 will follow the rules of the current parental leave of absence policy.

Here are the details of paid caregiver leave, which will replace parental leave of absence:

- Employees must have completed their introductory period.
- Caregiver leave will run concurrent with Family Medical Leave Act (FMLA) leave, where applicable.
- Employees will continue to supply medical documentation to The Hartford to substantiate the birth, adoption, or serious health condition of their FMLA leave-eligible family member (defined in Section 5.5H of the Personnel & Policy Manual).
- The leave is calculated on a rolling 12-month basis, just like FMLA.
- Caregiver leave does not accumulate from year to year.
- The leave is pro-rated based on full-time equivalent (FTE) status.
- Caregiver leave may be used intermittently as necessary to accommodate fluctuating situations.
- When new parents utilize caregiver leave, they are no longer required to use the leave immediately following birth or adoption.
- Employees may use the leave for more than one family member in a rolling calendar year, up to a maximum of six paid weeks total.
- Employees who wish to care for a close family member who does not meet the definition of relative in the Personnel & Policy Manual may request approval from their Elected Official or Department Head, who will consult with Human Resources to determine if the request is appropriate. In these cases, the care does not qualify for FMLA, so employees will be required to supply medical documentation to Rebecca Wagner in Human Resources.