Employee Leave

Employees start earning paid leave as soon as they are hired. Employees may use their Personal Leave as it accrues in accordance with Colorado's Healthy Families Workplace Act.

Paid Sick Leave (Personal Leave)

Employee Type (scheduled to work)	Work Hours Per Day	Personal Leave Per School Year
165 Workday Calendar	8 or more hours	79 hours *
172 Workday Calendar	8 or more hours	82 hours *
183 Workday Calendar	8 or more hours	88 hours *
192 Workday Calendar	8 or more hours	89 hours *
196 Workday Calendar	8 or more hours	92 hours *
207 Workday Calendar	8 or more hours	94 hours *
210 Workday Calendar	8 or more hours	80 hours *
220 Workday Calendar	8 or more hours	88 hours *
260 Workday Calendar	8 or more hours	88 hours *
		*prorated for part-time employees

Vacation Leave

Only twelve-month employees who are hired to work 30 or more hours per week are eligible to receive vacation.

Vacation Leave

Months of Service	Hours Monthly	Hours Annually
Vacation 0 – 60 months (0-5 years as of July 1)	6.67	120 *
Vacation 61 plus months (5 plus years as of July 1)	10.0	120 *
Part time employees leave will be pro-rated based on the number of hours normally scheduled to work.		

Revised: 7/22/2026