



Employee Leave

The CEC Governing Board (the Board) vests its authority in the Chief Executive Administrator (CEA) to ensure that all appropriate Human Resources' policies and procedures are created and implemented in support of the Board's mission. The CEA shall direct the Executive Director of Organizational Development and Human Resources to:

- Develop CEC's official Paid Time Off (PTO) policies and procedures for full-time and part-time staff.
 - Full-time employees are classified as employees regularly scheduled to work 30 or more hours on a consistent basis.
 - Part-time employees are classified as employees regularly scheduled to work 29 or fewer hours on a consistent basis.
- Create and implement policies and procedures regarding employee leave, including Judicial Leave, Staff Military Leave, Professional Leave, Compassionate Leave, Bereavement Leave, federally mandated Family and Medical Leave (FMLA), and Parental Leave.
- Ensure that all CEC employees are aware of the appropriate use of PTO and various "Leaves" and how to request such time off.
- Require employees to sign an acknowledgement that they have read and understand CEC's PTO and Leave policies.

CEC will follow all state and federal laws related to mandated leave.

Legal References:

CO Rev Stat § 28-3-601 (2018)
29 U.S.C. 2601 et seq. (Family and Medical Leave Act)
29 C.F.R. Part 825 (regulations)
CO Rev Stat § 8-13.3-401 et al (2020)