

## **List of Meetings Held on Personal Leave Proposal as of March 17, 2008**

DHR staff presented to the following groups on the personal leave proposal. Note that HR staffs are making presentations in their departments/institutions but we have no data on who and how many are attending.

August 16 and ongoing- \*HR Directors (35 to 40 members)  
September 24 - \*Employee focus group (14 members)  
September 24 - \*Manager focus group (12 members)  
August 16 & October 3 - \*Leave Coordinators (55 members)  
October 11 & November 6 - General Government and Higher Education CIOs (approx. 26)  
October 11 - OSPB staff member  
October 4 - Employee Organizations – CFPE, CAPE/SEIU, CSPPA, AFSCME  
Ongoing- Implementation team –(10 members)  
October 16 and November 20 - State Personnel Board

\*The proposal was modified after meeting with these groups prior to releasing the current proposal in October 2007. Individuals that participated in meetings represented most general government departments and institutions of higher education.

### **Formal presentations to workforce and number of attendees:**

Note that multiple departments are in attendance at the meetings. Attendance is not limited to just the department/institution where the presentations are held. Approximately 3000 employees in attendance to date, numbers listening to the webcast or viewing the online presentation are unknown; however, the Personal Leave Web site has had over 22,000 hits since October.

October 16 - Grand Junction – 50  
October 22 - Ft. Collins – 380  
November 2 - Alamosa - 140  
November 5 - Boulder – 180  
November 16 - CDOT HQ Denver – 252  
November 17 - CFPE membership convention – 30  
November 19 – CDPS Camp George West – 100 in two separate presentations  
November 26 - AHEC – 146 in two separate presentations  
December 3 - Pueblo – 235  
December 3 – Colorado Springs – 64  
December 6 - State Capital Supreme Court Chambers – 106 plus unknown number of listeners to web cast  
December 18 – Health Care Policy and Financing – 225  
January 9 – University of Colorado at Colorado Springs – 70  
January 17 – Sterling – 160  
January 17 – Greeley – 205  
January 31 – UCHSC – 142  
February 1 – FRCC – 65  
February 5 – Auraria Campus – 10  
February 7 – CDOT Employee Council - 14  
March 17 -Durango 9:00 – 11:00 Video Conference- Fort Lewis Community College - 61

In general, employees have had a lot of questions about how the proposed policy would work. Once we explained and answered questions, most employees are in favor of the personal leave proposal. The common theme at all of the meetings is the maximum accrual rates that can be carried forward from year to year. Employees are concerned about having enough leave to cover potential catastrophic illness. There are mechanisms in place to deal with these rare situations, e.g., short-term disability, Optional long-term disability, PERA short-term disability, leave sharing programs, and FMLA and ADA provide job protection. In addition to being at the maximum, employees still earn leave to use throughout the year without having to tap into the maximum leave balance. Employees have offered suggestions on how to adjust those maximums and those suggestions summarized below and are currently under consideration.

**Comments/Emails:**

Over 625 emails, from new and veteran employees, received to date providing support, opposing, offering suggestions for raising the caps, or just needing questions clarified. The maximum accrual caps are of concern but also understand the need to contain costs. We have also received comments that the proposed policy is just fine and don't change it.

## Summary of Ideas Collected From Personal Leave Presentations as of March 17, 2008

**Issue:** Employees are not allowed to use overaccrued leave now.

**Ideas:**

- Payout overaccrued PL at end of the year if unforeseen circumstances happen and had to cancel approved leave.
- If the employee agrees, payout ½ of over-accrued leave at the end of the year.
- Roll over-accrued leave into next year. Can use a limited overlap period (e.g., 4-month grace period).
- Payout up to 1 or 2 weeks of over-accrued leave at the end of the year.

**Issue:** Some sick leave should be added to PL

- Allow reserve hours to go into PL.
- Allow up to 56 hours of SL to be transferred to PL upon conversion.

**Issue:** Max accruals are too low.

**Ideas:**

- Instead of 56 hours (aver SL use), add a lesser amount of the 360 SL max (e.g., ½, ¼ (matches retirement payout). Add SL max to AL max, maybe don't have to payout sum of maximums.
- Reduce monthly earning rates to have a higher max accrual.
- Proposed max can be the payout but allow higher maximums for carryover.
- Create another Reserve for catastrophic situation and use overaccrued PL to fill it with no payout.
- Reduce the Reserve max. to allow 10-15 days of SL to convert to PL.
- Increase maximums to match the 520 hours of FMLA
- Allow current employees to be grandfathered in. PL only applies to new employees. Could make it optional.
- Allow 84 hours to be added instead of 56 hours to the current maximums
- Freeze current annual and sick and payout at retirement or allow buy back twice a year until banks are empty
- Buy sick leave banks at ¼ and put remaining leave into personal leave.
- Allow 50 hours to be added to the maximum accruals for all levels.
- Allow for a catastrophic benefit for those employees with no leave.
- Would prefer increase on maximum to be an additional 300 hours. Would settle for an additional 100 hours.
- Increase maximum accruals by at least 15 days to allow employees to keep in reserve 22 days needed to protect their income until STD kicks in and also allow for a useable amount of leave equal to the current maximum accrual for annual leave.
- All employees to carry-over 500 hours of leave but the maximum payout would be 392 hours. Employees would have to forfeit any hours over the maximum accrual.
- For current employees grandfather in a different carry-over amount.
- Carry forward combined annual and sick leave amounts today but don't pay out sick leave at retirement.

**Issue:** Want to replenish Reserve for “what if” potential.

**Ideas:**

- Change Reserve so not transitional but can replenish with overaccrued PL. Could be a 4:1 ratio, 10-20% of over-accrued PL. Limit payout to 90 hours.
- Want to be able to build up the Reserve to current maximum once it is depleted.
- Allow for the continuance of SLTR for current classified state classified staff (grandfather). Allow any over accrued personal leave to go into reserve up to the current sick leave maximum. Can only be used for illness.

**Issue:** STD is true purpose of SL. Need to have it in case need STD.

**Ideas:**

- Force employees to save leave to cover 30 day wait period in case need to file for STD in future (e.g., approx 21 working days/168 working hours).
- Have a special account filled by overaccrued PL and don't payout.
  - Keep STD leave for the waiting period and State pay (710 cases in FY07 = \$2.3 to \$2.4 million cost).

- Allow additional 168 of PL for potential STD but don't pay it out.
- Take STD leave out of proposal.

**Issue:** ability to designate FML or control abuse and scheduling.

**Idea:**

- Be clear that employees must state general reason for leave so State can meet its obligation to designate, regardless of the type of leave actually used (like today).
- Write rule so can ask for a med cert for any unscheduled absence related to health.
- Appointing authority discretion to do unpaid leave if don't get prior authorization, including unscheduled absences where fail to follow local reporting requirements, except emergencies. Also have ability to investigate suspected abuse/improper use.
- Clear consequences for not bringing the med cert (currently required in statute or no SL) – can deny paid leave.

**Misc.**

- Round monthly earning rates up by 1 hour so even numbers.
- Mandatory supervisory training. Be sure to define scheduled and unscheduled absences.
- Staffing is an issue now. Although FTE is a separate issue, will adding another week of leave make it worse?
- Change the name from Personal Leave to Paid Time Off. Then employees won't think they can do whatever they want.
- Employees can't use all of the leave they currently earn today. Why not reward employees for not using all of their leave by having it paid out.
- Convert unused annual leave to service credit.