



## INFORMATIONAL MEMO

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<b>TITLE:</b>	<b>SICK TIME FOR CONSUMER DIRECTED ATTENDANT SUPPORT SERVICES (CDASS) ATTENDANTS</b>
<b>SUPERSEDES NUMBER:</b>	N/A
<b>EFFECTIVE DATE:</b>	<b>MARCH 12, 2021</b>
<b>DIVISION AND OFFICE:</b>	<b>BENEFITS AND SERVICES MANAGEMENT DIVISION, OFFICE OF COMMUNITY LIVING</b>
<b>PROGRAM AREA:</b>	<b>PARTICIPANT DIRECTED PROGRAMS</b>
<b>KEY WORDS:</b>	<b>CONSUMER DIRECTED ATTENDANT SUPPORT SERVICES, CDASS, SICK TIME, HFWA</b>
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### **Purpose and Audience:**

The purpose of this Informational Memo is to inform Consumer Directed Attendant Support Services (CDASS) members and stakeholders about compliance with the Healthy Families Workplaces Act (HFWA).

### **Information:**

Senate Bill 20-205 "Healthy Families and Workplaces Act (HFWA)" was passed by the General Assembly and signed by the Governor on July 14, 2020. The statute requires all employers in the state to provide each of their employees paid sick leave. Attendants earn one hour of sick leave for every 30 hours they work, up to a maximum of 48 hours per year.

Beginning in January 2021, employers with 16 or more employees must provide paid sick leave. In January 2022, employers with any number of employees must provide paid sick leave in accordance with HFWA. The Department has developed a Sick Time

Request Form for CDASS members or Authorized Representatives (ARs) to assist in compliance with the new law.

**Process:**

1. CDASS members or ARs may request sick time for an attendant by completing the Sick Time Request Form.
2. The member or AR must submit the Sick Time Request Form to their Financial Management Service (FMS) vendor prior to the end of the payroll cycle.
3. FMS vendors will process sick time requests using the member's current CDASS allocation.
4. The member or AR will work with their FMS vendor to enter and approve time for attendants.

Please note: If a member does not have sufficient reserves, the request will be denied. Requests may not exceed the 129.99% cap. All authorized sick time will be paid from the member's current allocation. Service or allocation increases will not be authorized for sick time purposes. Employers are required to ensure that requests follow HFWA requirements.

**Attachment:**

Sick Time Request Form

**Department Contact:**

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