

Caregiver Leave

1. Caregiver Leave requirements:

- a. Employees must be employed as an FTE with Boulder County for a minimum of 12 consecutive months.
- b. Employees may use the leave for more than one family member in a rolling calendar year, up to a maximum of ~~12~~^{six} paid weeks total. Caregiver Leave will run concurrent with Family Medical Leave Act (FMLA) Leave, where applicable, and employees will provide medical documentation to the Leave Management Administrator to substantiate the birth, adoption, or serious health condition of their FMLA leave-eligible family member (defined in the Personnel & Policy Manual). For other relatives defined in this policy, the care does not qualify for FMLA, so employees will be required to supply medical documentation to Human Resources.
- c. Employees who wish to care for a close family member who does not meet the definition of relative in this policy 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 Human Resources.
- d. The leave is calculated on a rolling 12-month basis, just like FMLA.
- e. Caregiver Leave does not accumulate from year to year.
- f. The leave is pro-rated based on full-time equivalent (FTE) status.
- g. Caregiver Leave may be used intermittently as necessary to accommodate fluctuating situations.
- h. When new parents utilize Caregiver Leave, they are ~~not~~^{no longer} required to use the leave immediately following birth, adoption, or foster care placement.
- i. Caregiver Leave must be fully utilized within one year of the birth, adoption, or placement of a child into the employee's home.
- ~~j. 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.~~
- k. Benefits and Accrued Time: The county will continue insurance benefits for an employee on Caregiver Leave. Vacation, holidays, and medical leave will continue to accrue while employees are on Caregiver Leave.