

DATE: March 10, 2025  
TO: Board of County Commissioners  
FROM: Ryan Ankrum, HR Deputy Director  
RE: Amendment to the Medical Leave Policy & Procedure Manual

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Below is a request from Human Resources to amend a portion of the Medical Leave Policy to the Policy and Procedure Manual as follows:

## **SECTION 6 EMPLOYMENT - BENEFITS**

### **NUMBER 6.38 Leaves**

#### 7. Additional Requirements

~~b. A request to use medical leave may be made to the employee's supervisor orally, in writing, or electronically. When possible, the employee should provide advance notice when the necessity for the leave is foreseeable, and they should make a reasonable effort to schedule use of leave in a manner that does not unduly disrupt business operations. When possible, the employee shall include the expected duration of the absence.~~

**b. Employees should notify their supervisor a minimum of one hour before their start time that they need to use medical leave. The employee's supervisor is responsible for arranging any necessary coverage for the employee's absence.**

Board approval is needed to amend the policy in the Boulder County Personnel Policy and Procedure Manual