

Healthy Families and Workplaces Act

Public Health Emergency Leave (PHEL) Notification

HUMAN RESOURCES

Signed into law July 14, 2020, the Healthy Families Workplaces Act (HFWA) requires the State to provide eligible employees with job-protected, public health emergency leave effective January 1, 2021 for specific reasons related to the pandemic. During the entirety of a public health emergency (until four weeks after the public health emergency ends), full-time employees who are unable to work or telework are eligible for up to eighty (80) hours of PHEL (regular base pay).

This form should be used by employees to notify their supervisor the need for leave, but should not be considered as requested documentation for PHEL. More information, including eligibility can be found at <https://hr.colostate.edu/new-colorado-leave-benefits/>.

Employee Name: _____

Employee ID: _____

Department: _____

Phone: _____

Supervisor: _____

Date(s) of Leave Requested: _____

Number of Hours: _____

I was/will be absent due to the following reason:

- Subject to an isolation order or asked to self-quarantine by a healthcare provider;
- Ill with COVID-19-like symptoms;
- Seeking or obtaining medical diagnosis, care or treatment, preventative care, or care of such illness;
- Being unable to work due to a health condition that may increase susceptibility or risk of such illness;
- Caring for a child whose school, child care provider is unavailable, closed, or providing remote instruction due to the public health emergency; or
- Closure of the temporary employee's work location, and work cannot be performed remotely.

Employee Signature (electronic signature accepted)

Date

Return completed form to your supervisor or department HR professional.

Received by Department:

By:

Entered into TCP:



HUMAN RESOURCES
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