

Under the **Colorado Healthy Families and Workplaces Act (HFWA)**, all Colorado employees are entitled to accrue and use paid sick leave. This notice explains your rights and how sick leave is administered at Ridgeline Gear Co.

YOUR HFWA RIGHTS

- Accrue paid sick leave beginning on your **first day of employment** — no waiting period.
- Use accrued sick leave for qualifying reasons without fear of retaliation.
- Receive sick leave at your **regular rate of pay**.
- **Carry over** up to 48 hours of unused sick leave into the following calendar year.

ACCRUAL RATE AND CAPS

Item	Amount
Accrual rate	1 hour per 30 hours worked
Annual accrual cap	48 hours per calendar year
Balance / carryover cap	48 hours maximum at any time
Pay rate	Employee's regular rate of pay
Carryover	Up to 48 hours carry into next calendar year
Accrual reset	Annual cap resets January 1; balance cap persists

QUALIFYING REASONS FOR HFWA SICK LEAVE

- Your own illness, injury, or health condition, including preventive care.
- Care for a family member's illness, injury, or health condition, including preventive care.
- Public health emergency declared by a federal, state, or local authority that causes closure of your workplace or your child's school or care provider.
- Safe leave: needs related to domestic violence, sexual assault, or stalking affecting you or a family member.

HFWA uses a **broader family definition** than federal FMLA, including siblings, grandparents, grandchildren, chosen family, and individuals whose close association is the equivalent of a family relationship.

NOTICE AND DOCUMENTATION REQUIREMENTS

- **Unforeseeable use:** No advance notice required. Notify your employer as soon as practicable.
- **Foreseeable use:** Reasonable advance notice expected but cannot be required as a condition of use.
- **Documentation:** Your employer may request documentation only for absences of **4 or more consecutive workdays**. Documentation cannot be required for absences of 3 or fewer days.
- Acceptable documentation includes a note from a health care provider, a signed statement, or any other reasonable documentation — a specific diagnosis is never required.

HOW TO REQUEST HFWA SICK LEAVE

Notify the Ridgeline Leave Coordinator at leaves@ridgelinegear.com when using HFWA sick leave. Provide your name, the date(s) of absence, and a general reason category. **Do not share medical diagnoses or detailed health information with the Leave Coordinator.**

CHECKING YOUR BALANCE

To check your current HFWA sick leave balance (YTD Accrued, YTD Used, Current Balance), contact the Leave Coordinator at leaves@ridgelinegear.com.

INTERACTION WITH OTHER LEAVE LAWS

HFWA sick leave may run concurrently with FMLA or FAMILI leave for the same qualifying event. If your absence involves a condition that may qualify as a "serious health condition" under FMLA or a qualifying reason under FAMILI, the Leave Coordinator may open a concurrent FMLA/FAMILI case even if you only requested HFWA leave. HFWA cannot be used to avoid FMLA/FAMILI designation.

Ridgeline Leave Coordinator leaves@ridgelinegear.com M–F 8am–5pm MT	CDLE — HFWA Information cdle.colorado.gov/hfwa 303-318-8441	Anti-Retaliation It is unlawful to retaliate against you for using or requesting HFWA sick leave. File a complaint with CDLE.
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