



Human Resources Department

2025 14th Street • Boulder, Colorado 80302 • Tel: 303.441.3525 • Fax: 303.441.3494
Mailing Address: P.O. Box 471 • Boulder, Colorado 80306 • www.bouldercounty.org

Boulder County COVID-19 Timecard and Leave FAQs

Q: Who is eligible for paid pandemic leave?

A: Employees who are diagnosed with a pandemic illness, who must remain at home after travel to an area of declared widespread outbreak, who must care for a family member with a pandemic illness, or who cannot otherwise work due to a local health emergency may utilize up to six weeks of paid pandemic leave. This includes employees who can't work from home or are unable to complete all their hours working from home. The Elected Official or Department Head (EODH) must approve all leave requests. Full time salaried employees and part-time salaried employees may use leave based on their schedule for up to six weeks, if necessary. For example, an employee working 20 hours per week, on average, may use up to 20 hours of leave per week for up to six weeks or 120 hours total.

Q: I'm hourly. Am I eligible for paid pandemic leave?

A: Yes. Hourly employees who are currently active or were expected to be active in the next six weeks are eligible to receive paid pandemic leave. The EODH must approve all leave requests. Human Resources has averaged the hours worked for the January and February pay period and that average has been used to create an hourly accrual bucket unique to each employee. Hourly pandemic leave may be entered up to the weekly average for a maximum of six weeks.

Q: I'm a contract employee, so how does this affect me?

A: Boulder County workers employed through a temporary staffing agency who meet the criteria for paid pandemic leave are also eligible for paid pandemic leave based on the average work hours from January 1 through February 29, 2020. The EODH must approve all leave requests. Contract employees should work with their Boulder County supervisor to request and record paid pandemic leave.

Q: What is the leave code called and how do I enter it?

A: The special leave code is named COVID-19 Salary or COVID-19 Hourly. Supervisors will enter all paid pandemic leave under this code, so communication is imperative to the process.

Q: I'm in the high-risk group and I'm concerned about being in the workplace. Can I decide to work from home?

A: Employees who are at higher risk for infection due to age (over 60), a compromised immune system, heart or lung disease, diabetes and/or another serious health condition(s), but who have not been diagnosed with or exposed to a pandemic illness, may request that their EODH permit alternative work arrangements during a locally declared public health emergency, including temporary reassignment, temporary relocation, rearrangement of duties, schedule change, and/or telecommuting.

Q: What if I'm in the high-risk group but I'm unable to work from home?

A: Employees who are at higher risk for infection due to age (over 60), a compromised immune system, heart or lung disease, diabetes and/or another serious health condition(s), but who have not been diagnosed with or exposed to a pandemic illness, are eligible for paid pandemic leave if they are unable to work during all or part of the next six weeks. The EODH must approve all leave requests.

Q: I'm pregnant. Doesn't that make me high risk?

A: Pregnant employees may request to work from home or to utilize paid pandemic leave if they are unable to work during all or part of the next six weeks. The EODH must approve all alternative work arrangements and leave requests.

Q: When can I begin to utilize paid pandemic leave?

A: The Local Public Health Emergency policy was effective March 13. The new pay codes and accrual buckets will be available early this week.

Q: Which county offices are closing?

A: Most county buildings will be closed to the public, but we will continue to serve the public. Your EODH has already notified staff about building closures and services that the county will continue to provide. Some offices and departments have statutory functions that must continue, and there are also employees who may be able to continue their roles due to low risk of exposure to others.

Q: Doesn't Boulder County policy prohibit working from home while caring for a child?

A: Not when we're experiencing a pandemic. The county's telecommuting policy prohibiting telecommuters from being responsible for infants, toddlers, sick children, a person who is elderly, or anyone who requires continual care, is waived once this local public health emergency policy is activated.

Q: I've been told all BC Employees are required to work from home. How do I record my time?

A: If you are able to continue working, record your time as you normally would. Exempt employees only record exceptions. Non-exempt and hourly employees who have access to a computer or mobile device should record time in and out for all hours worked. If you are unable to record your own time, your supervisor or manager will be able to do so for you.

Q: I am able to perform some work at home, but I will not be able to work my regular schedule.

A: If you are unable to work some or all of your hours for any reason while the current Local Public Health Emergency Policy is active, paid pandemic leave will cover your scheduled hours for up to six weeks. You may be reassigned or asked to perform other duties during an emergency.

Q: What if I run out of paid pandemic leave?

A: After six weeks, benefits-eligible employees who are unable to work due to a declared pandemic may use accrued leave time such as vacation or medical leave. The Commissioners recognize that many employees lack adequate or even any accrued time, and the Commissioners will consider all available options if social distancing is still recommended by public health experts in six weeks.

Q: What if I perform "Essential Duties"?

A: To serve the community, many county employees, particularly those performing mandated or statutory services, field work or public safety jobs, may be required to report to work unless they are sick, are at high risk, or have been exposed to the pandemic illness. EODH in consultation with the Board of County Commissioners will determine who must report to work.

Q: I planned to take vacation during spring break next week but that's changed. Do I still need to use my own time?

A: If you have cancelled your spring break plans and are eligible for pandemic leave under the conditions above please work with your supervisor to record the time appropriately on your timecard.

Q: I still plan to take vacation over spring break (or at another time in the next six weeks). Do I get to use paid pandemic leave?

A: No, you must record vacation leave for all time off. Some employees will also need to use vacation hours because they are or will be capped out.