

# State of Colorado



Bill Ritter, Jr.  
Governor

Rich Gonzales  
Executive Director

Jennifer Okes  
Deputy Executive Director

## DPA

Department of Personnel  
& Administration

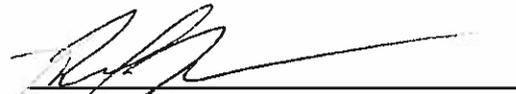
Executive Office  
633 17<sup>th</sup> Street, Suite 1600  
Denver, Colorado 80202  
Phone (303) 866-3000  
Fax (303) 866-2102  
[www.state.co.us/dpa](http://www.state.co.us/dpa)

## Adoption of Emergency Administrative Procedures

Section 24-50.3-104, C.R.S., gives the State Personnel Director (Director) the authority to promulgate rules and regulations, and § 24-4-103(6), C.R.S., allows for the adoption of emergency rules if the Director finds that immediate adoption of the rules is imperatively necessary to comply with a state or federal law or federal regulation. (Hereinafter, "administrative procedures" shall be used in place of "rules" to distinguish rules adopted by the Director from rules adopted by the State Personnel Board.)

The State Personnel Director finds that adoption of Emergency Administrative Procedure 5-13A, as shown below, is imperatively necessary to comply with House Bill 09-1008 (amending § 24-50-104(7)(c), C.R.S.), which was signed into law on April 2, 2009, and contained a safety clause.

Emergency Administrative Procedure 5-13A is hereby adopted and effective this 20<sup>th</sup> day of May 2009.



Rich Gonzales  
State Personnel Director

- 5-13. To be eligible to apply, the employee must have at least one year of state service. Leave sharing is not an entitlement even if the individual case is qualified. Donated leave is not part of the annual leave pay out upon termination or death.
- A. A leave sharing program is established for AN UNFORESEEABLE LIFE-ALTERING EVENT BEYOND THE EMPLOYEE'S CONTROL ~~catastrophic illness or injury that poses a direct threat to life, e.g., cancer, serious accident, major heart attack.~~ It applies to the employee or an immediate family member as defined under sick leave. All personal accrued leave and compensatory time must be exhausted and the employee must not be receiving short-term disability, or long-term disability, ~~or workers' compensation benefits.~~ The transfer of donated leave between departments is allowed with the approval of both department heads.

Emergency Administrative Procedure  
Adopted and effective May 20, 2009

"Good Government Starts Here"