

Career Service Rule Section 2-20 B. - Adoption, Amendment or Repeal of Career Service Rules. When the Board or the Personnel Director considers that a change in the Rules is necessary or desirable, the procedure shall be as follows: ... 2) The proposed rule change shall be posted on bulletin boards and made available to appointing authorities, employees, and the general public for comments and suggestions. A short summary of the proposed rule changes shall be posted with the proposed rule change. 4) A public hearing on the proposed rule change shall be held by the Board."

**PLEASE POST ON ALL BULLETIN BOARDS AS SOON
AS POSSIBLE**

Public Hearing Notice - No. 456

A Career Service Board Public Hearing has been scheduled regarding proposed revisions to Career Service Rule 10-45 Donated Leave and related rules.

The scheduled time for the public hearing is **THURSDAY, DECEMBER 20, 2012, at 9:00 A.M.**, in the **Room, 4.I.4.**, Webb Municipal Building, 201 West Colfax Avenue.

If anyone wishes to submit written comments or talk to CSA staff regarding this notice, please contact:

Pete Garritt
HR Supervisor
Career Service Authority
201 West Colfax, 4th Floor
Department 412
Denver, Colorado 80202

(720) 913-5671

Peter.Garritt@denvergov.org

Comments regarding this notice should be submitted no later than the close of business on **FRIDAY, DECEMBER 14, 2012.**

If anyone wishes to address the Board regarding this notice please contact Fran Trujillo at (720) 913-5168 or at Frances.Trujillo@denvergov.org no later than **12:00 noon on MONDAY, DECEMBER 17, 2012** to get on the agenda.

PLEASE POST ON ALL BULLETIN BOARDS

AS SOON AS POSSIBLE

RULE PROPOSAL 424B

TO: Appointing Authorities, Managers, and Employees

FROM: Nita Mosby Henry, CSA Executive Director

DATE: December 7, 2012

SUBJECT: Proposed revision of Career Service Rule 10-45 Donated Leave and related rules

THIS PROPOSED REVISION TO THE CAREER SERVICE RULES IS BEING POSTED FOR PUBLIC COMMENT AND HEARING TO BE HELD ON

**THURSDAY, December 20, 2012, at 9:00 A.M.
Webb Building Room 4.I.4**

CSA is proposing to revise the donated leave rule (and the interactive process rule) so that employees who have received additional leave as an accommodation under the ADA will be able to use donated leave during that period (the current rule does not allow this).

If you would like to schedule a meeting with a member of Career Service Authority to discuss this proposal prior to the Public Hearing, please contact Pete Garritt at (720) 913-5671.

DELETIONS ARE INDICATED BY ~~strike through~~ AND ADDITIONS ARE INDICATED BY ***bold, italics, and underline.***

10-45 Donated Leave

B. Recipient requirements:

2. In order to use donated leave, an employee must:
 - a. Have exhausted his or her accumulated compensatory time, sick leave and vacation leave or PTO, be absent from work and;
 - iii. Be receiving ~~interactive process~~ ***ADA*** leave; or

5-84 Reasonable Accommodations for Individuals with Disabilities Policy

G. ~~Interactive process~~ ***ADA*** leave:

1. ADA leave shall be provided:

a. During the interactive process if an employee is unable to perform his or her existing job ~~the employee may use any available paid time off, sick leave, vacation leave, compensatory leave, donated sick leave, and the employee's personal holiday. If no such paid leave is available to the employee, he or she shall be provided with authorized unpaid leave;~~

b. ***During any period of leave that is provided to the employee as a reasonable accommodation as a result of the interactive process.***

2. ADA leave is unpaid leave, unless an employee elects to substitute available paid leave for unpaid ADA leave.

Section 11-10 Leave Defined

Leave is defined as any absence during regularly scheduled work hours. The following types of unpaid and extended leave are officially established and shall be in effect unless otherwise provided by ordinance:

- A. Military;
- B. Disability leave and Workers' Compensation leave;
- C. Leave without pay;
- D. Unauthorized;
- E. Parental involvement;
- F. Family Medical Leave ("FMLA").

G. ADA leave

Section 11-170 ADA Leave

A. ADA leave shall be provided:

1. During the interactive process if an employee is unable to perform his or her existing job;

2. During any period of leave that is provided to the employee as a reasonable accommodation as a result of the interactive process.

B. ADA leave is unpaid leave, unless an employee elects to substitute available paid leave for unpaid ADA leave.