

Colorado Family and Medical Leave Insurance (FAMLI) — Written Employee Notice for Local Government Employers

Employee Notice Template:

Notice posting date: _____ (must be within 30 days following the vote)

Beginning in 2024, Colorado’s paid family and medical leave insurance (FAMLI) program will provide paid time off when you face life circumstances that pull employees away from their jobs — like growing your family or caring for a loved one with a serious health condition.

The _____ (name of local government or subsidiary) has decided NOT to participate in the Colorado FAMLI program, per a vote of our governing body on _____ (date of vote).

Include one of these two sections, according to whether or not you offer a paid leave plan:

1. While we have voted to opt out of the state-run FAMLI program, _____ (name of local gov) currently offers a paid leave program for our employees. To learn more about our paid leave program, please speak to your HR representative. Here is a list of differences between our program and FAMLI:
 - (Difference 1)
 - (Difference 2)
 - (Difference 3)
 - Etc....

OR

2. _____ (name of local gov) has voted to opt out of the state-run FAMLI program and does not currently offer a paid family and medical leave plan. However, you do have the option to participate in the State’s FAMLI program as an individual. See more information below.

Employees of local governments who have opted out do not need to take any action to self-elect FAMLI coverage until benefits become available in 2024.

What are my options for paid and unpaid leave?

You still have the choice to voluntarily opt-in to FAMLI as an individual: As a Colorado worker, you have the right to opt into FAMLI benefits under the law. You can either self-elect coverage and submit your employee premium along with your wage data every quarter directly to the FAMLI Division by creating an account at famli.colorado.gov once the online FAMLI portal is live, or your local government employer may assist you. No action is required until you can self-elect coverage when FAMLI benefits become available in 2024. If you create your own online account, you will need the FEIN # of your employer. Please reach out to your HR representative for assistance and to review your options. You can learn more about the FAMLI program by contacting the Division at [CDLE FAMLI info@state.co.us](mailto:CDLE_FAMLI_info@state.co.us) or by visiting the website at <https://famli.colorado.gov>.

You could be eligible for FMLA: The federal Family and Medical Leave Act (FMLA) is a federal program that provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. Employees of _____ (name of local gov) who are eligible for FMLA job protection include _____ (list employees who are eligible for FMLA).