

# Employment Agreement, Addendum



Colorado CareAssist

## 1) Accrued Paid Sick Leave

Colorado CareAssist employees accrue 1 hour of paid sick leave per 30 hours worked, up to 48 hours per year. Accrued paid sick leave can be used for a wide range of health and safety needs:

- Inability to work due to a mental or physical illness, injury, or health condition.
- Obtaining preventive medical care (including vaccination), or medical diagnosis/care/treatment.
- Needs due to domestic abuse, sexual assault, or criminal harassment including medical attention, mental health care or other counseling, legal or other victim services, or relocation.
- Care for a family member who needs the sort of care listed above.
- During a PHE, a public official closed the employee's workplace, or the school or place of care of the employee's child.
- Bereavement, or financial/legal needs after a death of a family member; or
- Inclement weather, power/heat/water loss, or other unexpected event

To use your accrued sick leave, contact the Colorado CareAssist Scheduler and indicate which missed shift you want covered by your accrued paid sick leave.

## 2) Retirement Savings Plan

During your first month of employment, you will be automatically enrolled into the Colorado SecureSavings Retirement Savings Plan, which deducts money from each paycheck and deposits it into a Roth Individual Retirement Account. The default deduction is 5 percent of your gross pay. This deduction is in addition to payroll taxes.

If you do not want to participate in the Colorado SecurSavings Retirement Savings Plan, you must call 844-711-5001. If you opt out within 30 days of enrollment, you will not see a paycheck deduction.

For more information about this retirement plan, see <https://coloradosecuresavings.com/>.