



**COLORADO**  
**Executive Director's Office**

Department of Personnel & Administration

1525 Sherman St.  
Denver, CO 80203

**STATEMENT OF BASIS AND PURPOSE**

The State Personnel Director's Administrative Procedures ("Procedures") are found at 4 CCR 801-1.

The purpose for this rulemaking is to modify rule 4 CCR 801-1, Chapter 5 - Time Off, and Chapter 11 - State Benefit Plans. The general basis of the State Personnel Director in exercising their rulemaking authority is to align Director's Procedures with Healthy Families and Workplaces Act (HFWA) , Family and Medical Leave Insurance (FMLI), and to comport with contemporary practices.

Notice of this proposed rulemaking was published in the September 10, 2023 edition of the Colorado Register.

The general basis of the State Personnel Director in exercising his rulemaking authority as granted is found under one or more of the following: §8-13.3-401, §8-13.3-501, C.R.S., SB 23-017, Article XII of the Colorado Constitution.

The State Personnel Director found, as required by §24-4-103(4)(b), C.R.S., that the need for the rulemaking exists; the proper constitutional and/or statutory authority exists for the rules; to the extent practicable, the rules are clearly and simply stated so that their meaning will be understood by any required to comply with the rules; the rules do not conflict with other provisions of the law; and any duplication or overlapping of the rules, if any, has been explained.

These rules, if adopted on or before October 11, 2023, will be effective on December 1, 2023.

Dated this 30th Day of August, 2023.

A handwritten signature in black ink, appearing to read 'Tony Gherardini'.

Tony Gherardini,  
State Personnel Director  
Department of Personnel & Administration