



University of Colorado

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EMPLOYEE SERVICES

The Employee Services (ES) Leave Team is responsible for maintaining accurate HCM Job Data records for employees who have been approved for **consecutive** FMLA, FMLI and/or Parental Leave. When an employee is approved for consecutive leave, leaveapprovals@cu.edu is notified so the employee can be placed on a **paid** leave of absence in HCM. The same team is notified when a consecutive leave period has ended, and an employee should be returned from leave in HCM.

Consecutive Leave Start Date:

- The TBT entry team is notified when a leave case has been approved. If the employee is taking consecutive leave, HRBPs can expect the TBT to be entered within 3 business days following leave approval.
- Once entered, the TBT requires review and approval which may take up to another 3 business days.

Consecutive Leave End Date:

- The TBT entry team is notified when a leave case has been closed. If the employee was taking consecutive leave, HRBPs can expect the TBT to be entered within 3 business days following case closure.
- Once entered, the TBT requires review and approval which may take up to another 3 business days.

Important Considerations:

- If the employee is on an FMLA or Parental (non-FAMLI) leave of absence and has exhausted all available accruals and paid leave options, the department is responsible for notifying the leave team that the employee needs to be placed on a leave without pay (LWOP). The leave team does not have access to accrual balances for all employees.
 - If the department prefers to make the LWOP themselves, they may do so. The leave team will approve this entry within 3 business days.
- The leave team is not responsible for LWP or LWOP entries related to Short-term Disability (STD) at this time. If an employee has been approved for STD, the HRBP should make the applicable TBT entry.
 - The leave team is exploring this as a future service offering.
 - If the employee elects to supplement their STD benefit with vacation or sick leave, they should remain in a payable status and the HRBP should enter a dock for amount of wage replacement the employee is receiving from STD.
 - The leave team can approve STD TBTs if there is no one available in the department to do so.
- All other leave types should be entered and approved at the department level (i.e., admin leave, personal leave, military leave, sabbatical).

Employee Services

1800 Grant St. • Suite 400 • Denver, Colorado 80203
303-860-4200 • 855-216-7740 (toll-free) • 303-860-4299 (fax) • employeeservices@cu.edu