

# CU FAMLI Employee Guide

## *Family and Medical Leave Insurance (FAMLI)*

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This guide is for University of Colorado employees who work in Colorado. It contains all the information needed to understand, apply for and maintain eligible leave according to the Family and Medical Leave Insurance (FAMLI) program.

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## Introduction

In November 2020, Colorado voters approved the creation of the Family and Medical Leave Insurance (FAMLI) program by passing Proposition 118. FAMLI aims to ensure that Coloradans don't have to choose between earning a paycheck or caring for themselves or their family in a time of need.

The University of Colorado supports its valuable employee population with an approved private plan that meets (exceeds) the requirements of the state's insurance program. The university was approved for the CU FAMLI private plan in May of 2023. The CU FAMLI program began offering leave payments for eligible employees in January of 2024.

CU FAMLI provides all eligible employees a portion of their weekly salary for up to 12 weeks of leave to care for themselves or a family member, with an additional four weeks of leave for complications during pregnancy or childbirth.

## Eligibility

Review eligibility requirements prior to applying for CU FAMLI.

### Eligible Employees

All employees who live in Colorado are eligible for CU FAMLI. This includes faculty, staff, GMEs, student employees, and graduate students on appointment.

All eligible employees:

- are eligible for CU FAMLI salary benefit on the first day of employment
- receive CU FAMLI job protection after 180 days of employment
- are allowed 12 weeks of partial wage replacement through CU FAMLI every 12-month period based on a measure forward period
  - with the measure forward method, the 12-month period for calculating FAMLI leave begins on the first day the employee takes FAMLI leave

### Eligible Leave

There are various reasons that constitute an eligible leave. CU FAMLI is available for:

- caring for a new child during the first year after the birth\*, adoption, or foster care placement of that child
- caring for a family member\*\* with a serious health condition
- caring for your own serious health condition
- making arrangements for a family member's military deployment
- obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse

\*Employees who experience complications during pregnancy and childbirth may qualify for an additional four weeks of FAMLI leave (16 weeks total) if their medical provider is able to demonstrate that a serious health condition was caused by the complications. The provider will need to confirm through narrative on the medical certification that one or more of the following is true:

- The patient is experiencing a complication related to the pregnancy or childbirth that caused a serious health condition.
- The patient experienced a pregnancy loss that caused a serious health condition.

- The serious health condition warrants more time off than a typical pregnancy or routine childbirth or C-section.

**\*\*Understanding that families are unique, CU will determine familial relationships by looking at the totality of the circumstances, including but not limited to:**

- shared financial responsibilities
- emergency contact designations
- expectation of care created by the relationship
- cohabitation and geographical proximity
- eligible CU FAMLl reasons

## Premiums

All employees who work and live in Colorado who earn wages through CU's payroll will pay the .45% employee premiums. This premium is an after-tax deduction from your paycheck.

CU Graduate Medical Education (GME) residents/fellows are considered employees and are subject to the premium and CU FAMLl leave benefits.

## Benefit Calculation

The payment calculations for the weekly CU FAMLl benefits are dependent on the employee's current wages. CU FAMLl pays up to \$1,324 per week to eligible employees on approved leave.

Weekly Wage	Weekly Benefit	Maximum Annual Benefit	Percent of Weekly Wage
\$500	\$450	\$5,400	90%
\$1,000	\$794	\$9,531	79%
\$1,500	\$1,044	\$12,531	70%
\$2,000	\$1,294	\$15,531	65%
\$3,000+	\$1,324	\$15,890	44%

## Application Process

To apply for CU FMLI leave, employees must complete a leave request through the Employee Self-Service (ESS) portal and provide all required documentation. Once the application is received, Employee Services will process the application, notify the employee of approval status and guide them through their entire leave.

Access to ESS for FMLI leave requests is located in the employee portal.

1. **Login** to [employee portal](https://my.cu.edu/) (<https://my.cu.edu/>).
2. **Select Forms** from the *CU Resources Home* dropdown menu.
3. **Select** the *Collaborative HR Services* tile.
4. **Select** the *CU leave benefits* tile.
5. **Select** the *Leave Self-Service* tile.
6. **Complete** the secure unity form.

Employees will receive a confirmation email once their application has been successfully submitted. The Employee Services (ES) Leave Team will reach out to the employee to discuss eligibility and next steps.

Employees should apply and notify their supervisor at least 30 days prior to the start of their leave or as soon as possible if 30 days advance notice is not possible.

At the latest, applications may be submitted up to 30 days after the leave has begun. If the University receives an application after 30 days, but before 90 days, the University will consider the application if it includes evidence establishing good cause for the employee's failure to submit the application within 30 days. The University will deny any application submitted after 90 days as untimely.

## Additional Leave Request Resources

- [Employee Self-Service \(ESS\) User guide](#)
- [Manager, Supervisor and HR Partner Self-Service \(ESS\) User guide](#)

## Medical Certification

CU FMLI leave applications will require a medical certification for approval.

- **Medical provider required:** A medical provider is required to fill out a medical certification for CU FMLI to be approved.
- **Confidential:** The medical certifications will only be reviewed by the ES Leave Team and in coordination with campus ADA offices. All CU FMLI documentation is held outside of personnel files and is considered highly confidential.

## Intermittent Leave Reporting Requirements

While on approved intermittent leave, employees are required to submit leave requests using the self-service portal to help ensure accurate FAML I tracking and pay. Employees must report leave within the designated timeframe based on their pay schedule:

- **Employees paid monthly** must report intermittent leave within **30 days** after the leave has occurred.
- **Employees paid biweekly** must report intermittent leave within **14 days** after the leave has occurred.

Failure to report intermittent leave within the required timeframe may result in denial of the leave request. In such cases, the leave will be subject to department policies and/or supervisor approval and an employee may be required to use their sick, vacation, or other leave accruals.

If an employee is unable to report their leave in the self-service portal within the required timeframe, other options may exist:

- The employee can email their leave time to their case manager.
- The employee can call their case manager to report their time.
- The employee's supervisor or department HR contact can report the leave time in the self-service portal or to the case manager on the employee's behalf. do so on your behalf.

If an employee does not report their leave within the required timeframe, the Leave Team may still approve the request at its discretion if there is a justifiable reason for the delay. Employees are strongly encouraged to communicate with their case manager in these circumstances as early as possible.

## Appeal Process

Per the University of Colorado FAML I plan, an employee may appeal the following events:

- failure to issue a decision on the application for plan benefits within 2 weeks of receiving a completed application
- an adverse determination of a claim for plan benefits
- failure to pay the full claim approved
- closure of a claim based on the determination that claim was not properly filed
- disqualification from plan benefits
- identification and/or collection of an overpayment

To appeal, employees must complete an appeals form found in the employee portal.

1. **Login** to [employee portal](https://my.cu.edu/) (<https://my.cu.edu/>).
2. **Select Forms** from the *CU Resources Home* dropdown menu.

3. **Select** the *Collaborative HR Services* tile.
4. **Select** the *CU leave benefits* tile.
5. **Select** the *CU FAML I Appeal Form* tile.
6. **Complete** the secure unity form.

Employees will receive a confirmation email once their application has been successfully submitted. The Employee Services (ES) Leave Team will reach out to the employee to discuss next steps.

## CU FAML I and Other Leave

CU FAML I may either run concurrently or in conjunction with other leave programs.

### Family and Medical Leave Act (FMLA)

FMLA is a federal program that provides eligible employees with unpaid job-protected leave for 12 weeks per 12-month period. FMLA will run concurrently with CU FAML I when the need for leave meets the FMLA requirements.

### Paid Parental Leave (PPL)

PPL is a CU policy that provides specific populations with leave and compensation options during the first year after the birth, foster care placement or adoption of a child. PPL runs concurrently with FAML I and FMLA and is subject to campus-specific policies.

### Short-Term Disability (STD)

The short-term disability plan offers compensation for employees on a short-term disability leave. If enrolled in short-term disability, it will run concurrently with FAML I and FMLA. Visit the [CU Short-Term Disability website](http://www.cu.edu/node/153136) (www.cu.edu/node/153136) to learn more.

### Vacation and Sick Time Leave

Vacation and Sick Leave is accrued through employment for eligible employees. This leave can be used in conjunction with CU FAML I, FMLA and PPL as the employee desires. Visit the [CU Vacation and Sick Time Leave website](http://www.cu.edu/node/285450) (www.cu.edu/node/285450) to learn more.

### On-the-Job Injury (OJI)

OJI and/or workers' compensation benefits do not run concurrently with FAML I. OJI will continue to be administered through the employee's campus and coordination with the leave team will occur if FML is needed.

## Out-of-State Employees

Employees who live and work outside the state of Colorado should note that they are likely not eligible for CU FAML I, but that their state may have applicable paid leave laws for which they are eligible. All requests for other state-paid leave should be made directly to the state.

## Resources

- [Family and Medical Leave Insurance website](https://famli.colorado.gov/) (<https://famli.colorado.gov/>)
- [CU Short-Term Disability Plan website](https://www.cu.edu/node/153136) (<https://www.cu.edu/node/153136>)
- [CU Vacation and Sick Leave website](https://www.cu.edu/node/285450) (<https://www.cu.edu/node/285450>)
- [CU: Family Medical Leave SkillSoft course](https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_u00160_0001)  
([https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER\\_DEFINED/\\_scorm12\\_cu\\_u00160\\_0001](https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_u00160_0001))
- [Employee Services CU FAMLI website](https://www.cu.edu/node/324038) (<https://www.cu.edu/node/324038>)
- [Employee Self-Service \(ESS\) User guide](https://www.cu.edu/node/345178) (<https://www.cu.edu/node/345178>)
- [Manager, Supervisor and HR Partner Self-Service \(ESS\) User guide](https://www.cu.edu/node/345179)  
(<https://www.cu.edu/node/345179>)

## Contact Information

- Website: [www.cu.edu/famli](http://www.cu.edu/famli)
- Email: [leave@cu.edu](mailto:leave@cu.edu)

## Glossary

**Adverse Determination:** When you are completely denied benefits or receive a benefit in a frequency or duration less than you requested or believe that you are entitled to.

**Application Year:** The 12-month period, beginning on the first day of the week, that an employee files for FAMLI benefits.

**Average Weekly Wage:** The average weekly wage paid during the quarter of the base period or alternative base period.

**Benefits:** The CU FAMLI benefits provided under this plan.

**Business Day:** Monday through Friday excluding any Colorado state holidays.

**Days:** A calendar day unless otherwise specified as a business day.

**Domestic Violence:** Any conduct that constitutes "domestic violence" as set forth in C.R.S. § 18-6-800.3(1) or C.R.S. § 14-10-124(1.3) (a) or "domestic abuse" as set forth in C.R.S. § 13-14-101(2). C.R.S. § 8-13.3-503(6).

**Eligible Employee:** Any person performing labor or services for the University of Colorado, that lives in Colorado.

**Family Member:**

- A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee is legally acting as a parent or a person to whom the employee legally acted as their parent when they were a minor.
- A biological, adoptive or foster parent, stepparent or legal guardian of an employee or employee's spouse or domestic partner or a person who legally acted as a parent to the employee when they were a minor.
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of the employee.
- A grandparent, grandchild or sibling (whether a biological, foster, adoptive or step relationship) of the employee or employee's spouse or domestic partner.
- Any other individual with whom the employee has a significant personal bond that is or is like a family relationship, regardless of biological or legal relationship.

**Health Care Benefits:** Employer-provided benefits that relate to the improvement or maintenance of the employee's health.

**Health Care Provider:** Any person licensed, certified, or registered under federal or Colorado law to provide medical or emergency services.

**In Loco Parentis:** A situation where a person is acting in place of a parent.

**Premium:** The amount paid to have and administer the benefit.



**Private Plan Administrator:** The University of Colorado, Employee Services has been chosen to administer the FAMILI benefit.

**Qualifying Exigency Leave:** Leave due to a need based on an employee's family member's active duty in the armed forces or has been notified of an impending call or order to active duty.

This can include but is not limited to providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

**Safe Leave:** Leave due to the employee or employee's family member being the victim of domestic violence, stalking, or sexual assault or abuse.

**Serious Health Condition:** An illness, injury, impairment, pregnancy, recovery from childbirth, or physical or mental condition that involves inpatient care in a medical facility or continued treatment by a health care provider.

**Sexual Assault or Abuse:** Any offense as described in C.R.S. § 16-11.7-102(3), or sexual assault, as described in C.R.S. § 18-3-402, committed by any person against another person regardless of the relationship between the actor and the victim. C.R.S. § 8-13.3-503(20).

**Stalking:** Any act as described in C.R.S. § 18-3-602. C.R.S. § 8-13.3-503(21).

**Wage Replacement Benefit:** The weekly benefit amount paid to the employee taking FAMILI leave.

**Wages:** The amount of money paid to an employee for their work, including tips, excluding any amount paid for sick or disability leave, pensions or cafeteria plans.