

Parental Leave Employee Guide

This guide is for eligible University of Colorado employees and provides the information needed to understand parental leave benefits in accordance with APS 5062-Leave; section 11.

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Introduction

Parental Leave is granted to care for an employee's child within 12 months of the birth, adoption, foster care placement or guardianship of a child.

- The employee shall inform the appropriate supervisor as early as possible of the intent to request parental leave.
- During unpaid parental leave, employees are required to adhere to any leave without pay policies.
- If an employee is in a paid status, they will receive holiday pay in lieu of other compensation types. During consecutive leave periods, the holiday hours are included in the time off calculation and do not extend the leave period.
- At no time will compensation equal more than an employee's full salary, regardless of funding source.
- Employees will submit a leave application to utilize FAMLI, FMLA and Parental Leave.

Eligibility and Employment Classification

CU employees must meet certain eligibility requirements for parental leave. Generally, parental leave benefits are based on an employee's employment classification with the university. Boulder campus employees are strongly encouraged to review the Boulder Parental Leave policy for additional information about their time-off and compensation options which may be different from what is outlined below.

Boulder, Denver, Colorado Springs Campuses, Anschutz Medical Campus and CU System Office

- A regular, non-temporary 12-month faculty member, university staff or classified staff member must have a regular appointment of 50% or greater on the date of birth, adoption, foster care placement or guardianship of a child to be eligible for paid parental leave.
- The employee is eligible on the first day of employment if date of hire precedes first day of qualifying event.

Temporary Employees, Graduate Students (including GMEs), Hourly Student Employees and Post-Docs

- Employees in these populations may have parental leave benefits available to them depending on their campus and program. Employees are encouraged to meet with their supervisor and/or department HR contact to inquire about their parental leave benefits.

Nine-Month Faculty (non-temporary)

Time off options

(programs run concurrently)

Parental Leave

- entitled to up to 18 weeks of parental leave
- eligible based on [employment classification](#)

CU FMLI

- entitled to up to 12 weeks of FMLI leave (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

FMLA

- entitled to up to 12 weeks of FMLA leave
- eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months

Compensation options

(18 weeks based on eligibility for each leave program)

CU FMLI

- entitled to a percentage of weekly wages, for 12 weeks (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

Paid parental leave (PPL)

- entitled to up to 18 weeks to supplement FMLI compensation to reach 50% of pay
- if FMLI is not available or becomes unavailable, PPL compensates up to 50% of pay for up to 18 weeks
- eligible based on [employment classification](#)

Sick leave

- allowed to supplement compensation and combine with FMLI and/or PPL for 18 weeks to provide an employee's full compensation amount

Short-term disability for birth parent only (optional plan, paid for by employee)

- allowed to use in addition to FMLI
- must exhaust sick leave prior to utilization

University Staff and Twelve-Month Faculty (non-temporary)

Time off options

(programs run concurrently)

Parental Leave

- entitled to six consecutive months (26 weeks) of unpaid parental leave
- eligible based on [employment classification](#)

CU FMLI

- entitled to up to 12 weeks of FMLI leave (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

FMLA

- entitled to up to 12 weeks of FMLA leave
- eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months

Compensation options

(for up to 6 months based on eligibility for each leave program)

CU FMLI

- entitled to a percentage of weekly wages, for 12 weeks (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

Paid parental leave (PPL)

- entitled to up to 6 weeks to supplement compensation with FMLI to reach 100% of pay for the first 240 hours of leave
- if FMLI is not available or becomes unavailable, PPL compensates up to 100% of pay for up to 6 weeks
- eligible based on [employment classification](#)

Sick leave

- use alone and/or allowed to supplement compensation with FMLI to provide an employee's full compensation

Vacation leave

- use alone and/or allowed to supplement compensation with FMLI to provide an employee's full compensation once sick leave is exhausted

Holiday pay that falls within the leave period if employee is in paid status

Short-term disability for birth parent only (optional plan, paid for by employee)

- Allowed to use in addition to FMLI
- Must exhaust sick leave prior to utilization

Leave without pay

Classified Staff (non-temporary)

Time off options

(programs run concurrently)

Parental Leave

- entitled to six consecutive months (26 weeks) of unpaid parental leave
- eligible based on [employment classification](#)

CU FMLI

- entitled to up to 12 weeks of FMLI leave (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

FMLA

- entitled to up to 12 weeks of FMLA leave
- eligible after 12 months of state service

State Family Medical Leave

- entitled to up to one additional week subsequent to FMLA leave

Compensation options

(for up to six (6) months)

CU FMLI

- entitled to a percentage of weekly wages, for 12 weeks (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)
- eligible on first day of employment if work occurs in Colorado

State of Colorado Paid FML (PFML)

- entitled to up to 4 weeks of paid FML
- eligible after 12 months of state service

Paid parental leave (PPL)

- entitled to up to 6 weeks to supplement compensation with FMLI and PFML to reach 100% of pay for the first 240 hours of leave
- if FMLI or PFML is not available or becomes unavailable, PPL compensates up to 100% of pay for up to 6 weeks
- eligible based on [employment classification](#)

Sick leave

- use alone and/or allowed to supplement compensation with FMLI to provide an employee's full compensation

Vacation leave

- allowed to supplement compensation and combine with FMLI to provide an employee's full compensation once sick leave is exhausted

Holiday pay that falls within the leave period if employee is in paid status

Short-term disability for birth parent only (mandatory plan, paid for by university)

- allowed to use in addition to FMLI

Leave without pay

All other employees

This section applies to regular employees in appointments less than 50%, temporary faculty, temporary staff, student employees, graduate students on appointment, residents, and any other employee not listed in sections above. Note that individuals in job codes 3201-3209 (on unique stipends and fellowships) are not considered CU employees, are not subject to the FAMLI premium and are not entitled to FAMLI benefits.

Time off options

(programs run concurrently)

CU FAMLI

- eligible for FAMLI beginning on first day of employment
- job protection begins after 180 days of employment

FMLA

- entitled to up to 12 weeks of FMLA leave
- eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months

Compensation options

CU FAMLI

- entitled to a percentage of weekly wages, for 12 weeks (may receive up to an additional 4 weeks if complications occur as documented on a medical certification form)

Sick leave

- allowed to supplement compensation and combine with FAMLI to provide an employee's full compensation

Vacation

- if employee earns vacation time, allowed to supplement compensation and combine with FAMLI to provide an employee's full compensation once sick leave is exhausted

Campus, program, or department-provided leave

- Employees may have additional parental or other leave benefits available to them. Employees are encouraged to meet with their supervisor and/or department HR contact to inquire about the use of these benefits during leave.

Application Process

To apply for FMLA, Parental Leave, or CU FAMILI 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 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.

Additional Leave Request Resources

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

Required Documentation

Birthing Parents

Employees giving birth will be required to obtain a medical certification, which will be provided by the ES Leave Team after an application is submitted. This form needs to be completed by both the employee and their medical provider. We recommend putting this form in your hospital bag and taking it with you when you are admitted for labor. You have *15 calendar days after the date of birth* to return the medical certification.

Non-birthing Parents

Employees will be required to submit proof of birth, adoption, foster care placement, guardianship, etc. This documentation should be submitted no later than *15 calendar days after the qualifying event has occurred*. This can include one or more of the following documents: hospital certificate, birth certificate, court paperwork, foster care agency paperwork, etc.

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 parental leave tracking. 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.

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.

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.

Parental and Other Leave

Parental leave is intended to be interpreted in conjunction with the Federal Family and Medical Leave Act (FMLA) and State of Colorado Family and Medical Leave Insurance Act (FAMLI). Parental Leave, FAMLI leave and FMLA leave shall run concurrently. Thus, parental leave counts as part of, and is not in addition to, the 12 weeks of leave guaranteed by the FMLA and FAMLI.

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 parental leave and CU FAMLI when the need for leave meets the FMLA requirements.

Family and Medical Leave Insurance (FAMLI)

FAMLI is a state law that guarantees Colorado workers 12 weeks per year of partial wage replacement (16 weeks for pregnancy/birth related complications) and leave to attend to certain family and medical needs, including a child's birth, adoption, foster care placement or guardianship of a child.

- If FAMLI is utilized for a different condition in the same year, the amount allocated for the purposes of parental leave is reduced accordingly.
- The university shall inform all employees who are covered by FAMLI of their FAMLI rights regarding leave for pregnancy or for the birth, adoption, foster care placement or guardianship of a child, and shall administer FAMLI leave in accordance with CU's FAMLI Plan and university policies.
- Employees are eligible for job protection through FAMLI after 180 days of employment.

Short-term Disability (STD)

The short-term disability plan offers compensation for employees on short-term disability leave. If enrolled in short-term disability, it will run concurrently with FAMLI and FMLA. Visit the [CU Short-term Disability website](#) to learn more.

Vacation and Sick Leave

Vacation and sick leave are accrued throughout employment for eligible employees. This leave can be used in conjunction with CU FAMLI, FMLA, and parental leave as the employee desires. Visit the [CU Vacation and Sick Time Leave website](#) to learn more.



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 Time Leave website](https://www.cu.edu/node/285450) (<https://www.cu.edu/node/285450>)
- [Employee Services CU FAMILI website](https://www.cu.edu/node/324038) (<https://www.cu.edu/node/324038>)
- [Regent Policy 11.E: Leave Policies for Faculty and Staff](https://www.cu.edu/node/198091) (<https://www.cu.edu/node/198091>)
- [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
- Email: leave@cu.edu