

## **CU's Parental Leave Policy change brings new HCM processes, features** <sup>[1]</sup>

July 6, 2018 by [Employee Services](#) <sup>[2]</sup>

The University of Colorado's [Parental Leave Policy](#) has recently changed <sup>[3]</sup>, **adding paid parental leave for some employees**. Along with this change comes new Job Action codes, Job Action Reason codes and adjustments to the processes of entering parental leave in HCM, My Leave and CU Time.

### **New processes and system features**

Prior to making entries into HCM for University Staff and 12-month Faculty, use your campus specific parental leave request form. Work with your HR office if you need additional guidance.

The parental leave policy for 9-month Faculty and Classified Staff remains unchanged, which means there are no process changes for this population.

### **Updated system features**

New Job Action and Job Action Reason codes have been added to the Leave of Absence ePAR as a way to indicate whether an employee is taking paid or unpaid parental leave:

- For paid leave, use Job Action Paid Leave of Absence (PLA) and Job Action Reason Parental Leave (PRL).
- For unpaid leave, use Job Action Leave of Absence (LOA) and Job Action Reason Parental Leave (PRL).

Job Action Reason and earnings codes are effective **Dec. 31, 2017**, to capture any additional campus policies that may have since been put in place.

### **Entering Earnings Codes in My Leave and CU Time**

When entering Earnings Codes in My Leave, ensure you're using the PPL (Paid Parental Leave) code.

If you do not use My Leave, the file you send to CU Time **must** have the same code.

For information about specific processes your campus follows, please contact your HR office or visit their website:

- Visit the CU Boulder HR [website](#) <sup>[4]</sup> or email [hrrmail@colorado.edu](mailto:hrrmail@colorado.edu) <sup>[5]</sup>
- Visit the CU Denver | Anschutz Medical Campus HR [website](#) <sup>[6]</sup> or email [HR.ParentalLeave@ucdenver.edu](mailto:HR.ParentalLeave@ucdenver.edu) <sup>[7]</sup>

- Visit the UCCS HR website [\[8\]](#) or email [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu) [\[9\]](#)
- Visit the System HR website [\[10\]](#) or email [systemhr@cu.edu](mailto:systemhr@cu.edu) [\[11\]](#)

## Additional resources

If you would like to learn more, please review the following policy, guide and job aid:

- Parental Leave for Faculty and University Staff Policy [\[12\]](#)
- Step-by-step guide: [Putting an Employee on Leave](#) [\[13\]](#)
- Job aid: [HCM Parental Leave](#) [\[14\]](#)

For additional resources, visit the [Leave of Absence section of the HCM website](#) [\[15\]](#).

[Parental Leave](#) [\[16\]](#), [earnings codes](#) [\[17\]](#), [My Leave](#) [\[18\]](#), [CU Time](#) [\[19\]](#)

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