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New reporting deadlines for employees on intermittent leave [1]

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Employees who are taking intermittent leave have new requirements to report this time to the Employee Services Leave team.

Deadlines to report leave within the employee self-service portal (ESS) are based on an employee's 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 do so may result in a denied leave request and no FAMLI pay, in adherence with updated State of Colorado FAMLI reporting requirements.

What is intermittent leave?

Intermittent leave is for small increments of time off to attend health care appointments or to treat health care conditions periodically, as needed.

For example: A family member has a chronic condition that requires you to take them to medical appointments or to provide care when their condition flares up. You need one day of leave per week to attend medical appointments and up to an additional 16 hours of leave per month to care for them during flare-ups.

What happens if leave reporting is late?

The leave request may be denied at the Employee Services Leave Team's discretion. Leave would then be subject to department policies and/or supervisor approval, and an employee may be required to use their sick, vacation or other leave accruals.

How can I support an employee who missed a deadline?

If an employee is unable to report their leave time, they may try the following:

- Email their leave time to their case manager.
- 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.

More information

Refer to the Leave of Absence Guide for Supervisors, Managers & HR Partners [3] to learn more about approving and reporting leave.

FAMLI [4], leave [5]

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