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Student, Temporary and Hourly Employees [1]

- FAMLI
- FMLA

FAMLI will provide all eligible employees a portion of their weekly salary for up to 12 weeks of leave to care for themselves or a family member, to bond with a new child, or to prepare for the military deployment of family members. An additional 4 weeks of leave may be granted to birthing parents who experience complications during childbirth or pregnancy.

Neonatal Care (NICU) Leave allows parents to take up to 12 additional weeks of paid FAMLI leave while their newborns are receiving care in the Neonatal Intensive Care Unit. This leave is offered in addition to the existing 12 weeks for pregnancy/maternity and bonding and will run concurrently with FMLA and CU Parental Leave.

Employees taking FAMLI may use accrued sick leave to supplement FAMLI to achieve at or near full wages.

How to apply

1. Login to your employee portal [2].
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. Select the **Request a New Case**.
7. Once your case is successfully submitted, a confirmation message will be displayed on the screen.
8. The Employee Services Leave Team will reach out to the employee to discuss eligibility and next steps within five business days. Supervisors and designated department HR contacts will also receive notification of the leave request.

Refer to the Leave of Absence ESS User Guide for Employees [3]to learn how to apply for and manage your leave of absence within the employee portal.

Benefit estimation tool

FAMLI coverage will only offer a percentage of an employee's full wages, based on their weekly wage rate. Although FAMLI leave only offers partial wage replacementWage Replacement BenefitThe weekly benefit amount paid to the employee taking FAMLI leave

[4], sick leave may be used to supplement FAMLI and compensate an employee's full wages WagesThe 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. [5].

See the table below for a broad view of how this is calculated based on sample weekly wage rates.

Weekly Wage	Weekly Benefit	Maximum Annual Benefit	Percent of Weekly Wage
$500	$450	$5,400	90%
$1,000	$822	$9,864	82%
$1,500	$1,072	$12,864	71%
$2,000	$1,322	$15,864	66%
$3,000	$1,448	$17,376	48%

CU FAMLI supplemental leave calculators

These calculators can assist payroll liaisons and Human Resources contacts with estimating FAMLI supplemental leave amounts for employees. CU FAMLI offers a percentage of an employee's full wages, based on their average weekly wage rate over the past 4 of 5 quarters worked at CU, while they are on FAMLI leave. The employee may supplement their FAMLI benefit with other CU leave types (sick, vacation, paid parental leave, comp time, etc.) to compensate up to the employee's current full wages.

Important Considerations

These calculators produce estimates of FAMLI wage replacement benefits and FAMLI supplemental leave amounts based on the employee's current pay rate in job data. The employee's actual benefit and supplemental leave amount may be more or less than what is shown on the calculator because it is based on average wages over the past 4 of 5 quarters worked at CU.

These calculators are meant to assist payroll liaisons and Human Resources contacts and employees with planning out an employee's leave schedule and pay while on leave. The employee will be provided with their FAMLI supplemental leave rate and FAMLI benefit when working with their Employee Services Leave Case Manager at the time that their leave is taken.

The maximum amount of weekly FAMLI wage replacement benefits that can be provided to an employee is $1,448.02, as of July 1, 2026.

The portion of an employee's average weekly wage that is equal to or less than 50% of the state average weekly wage will be replaced at a rate of 90%.

The portion of an employee’s average weekly wage that is more than 50% of the state average weekly wage will be replaced at a rate of 50%.

Hourly FAMLI Benefit Estimator Tool [6]

FAQ

About FAMLI

What is FAMLI?

Colorado voters passed Proposition 118 in November 2020, approving the creation of the Family and Medical Leave Insurance Program [7]. It passed with 57.75% of voters supporting the initiative.

- This program provides Colorado workers with a portion of their weekly salary for up to 12 weeks per year to care for themselves or their families, with an additional four weeks leave for pregnancy or childbirth complications.
- Both the employer and the employee fund the program. Premiums are set to 0.7% of the employee’s wages, with 0.45% of the premium paid by the employer and 0.25% of the premium paid by the employee.

Why does CU have a private FAMLI program?

State law allows employers to offer a self-funded paid family leave program with benefits that meet or exceed the state’s FAMLI program, instead of participating in the state insurance program. CU submitted a private plan proposal, which was reviewed and approved by the state of Colorado in 2023.

CU’s self-funded, self-administered plan will allow the university to integrate and combine FAMLI leave with all of CU’s leave programs. Because FAMLI coverage only replaces a percentage of an employee’s wages, employees will have the option to use paid sick leave to make up the difference.

Like the state program, CU’s FAMLI plan will be funded with premiumsPremiumThe amount paid to have and administer the benefit [8] split equally between CU and its employees. The program is funded by both the employer and the employee. Premiums are set to 0.7% of the employee's wage, with 0.45% of the premium paid by the employer and 0.25% of the premium paid by the employee.

See the CU FAMLI Private Plan Notice [9] for additional details.

Participation

Who is eligible to apply for CU FAMLI leave?

FAMLI leave can be used by all employees who reside in Colorado, including faculty, staff, student employees, graduate medical education residents and graduate students on appointment.

Employees are eligible for CU FAMLI payments on day one of employment. Employees receive job protection through CU FAMLI after 180 days of employment.

Who is subject to the 0.25% employee premium deduction?

All employees living in Colorado who earn wages through CU's payroll will continue to see an after-tax deduction in their paychecks.

- Employees living in Colorado who earn wages through CU's payroll will see an after-tax deduction in each paycheck.
- CU Graduate Medical Education (GME) residents/fellows are considered employees and will be subject to the premium.
- Individuals in job codes 3201-3209 (on unique stipends and fellowships) are not considered CU employees and are not subject to the premium and may not use FAMLI leave.

Can I opt out?

No. Individual employees in Colorado may not opt out of participating in FAMLI.

I live and work outside of Colorado. Can I use FAMLI leave?

FAMLI leave only applies to in-state employees. Out-of-state employees do not pay the premium deduction and must use their state's family medical leave policies, if applicable.

What happens if I never use FAMLI leave? Do I get my contributions back?

If you leave or retire from the University of Colorado and do not use any of your available FAMLI leave, you will not be entitled to receive any monetary benefits from your previous contributions to CU FAMLI.

Using FAMLI leave

How can I apply for CU FAMLI leave?

Employees can apply for CU FAMLI leave through the employee portal:

1. Login to my.cu.edu [10].
2. Select **Forms** 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.

How much do CU FAMLI leave benefits pay?

The amount of CU FAMLI leave payments are based on weekly wages.

Who qualifies as a family member for CU FAMLI leave purposes?

Family members include a covered individual's child, parent, spouse, domestic partner, grandparent, grandchild, sibling or someone with whom they have a significant personal bond.

Understanding that families are not always traditional, CU will determine familial relationships by looking to 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

Under what circumstances can I use CU FAMLI?

Employees may be eligible for CU FAMLI benefits for several reasons, which include:

- caring for a child as the result of a birth, adoption or foster care placement
- 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
- to obtain safe housing, care or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse

How often can I use CU FAMLI?

Employees are allowed 12 weeks of partial wage replacement through CU FAMLI per 12-month period.

How does CU FAMLI work with other leave programs?

CU FAMLI may either run concurrently or in conjunction with other leave programs:

- **Family and Medical Leave Act (FMLA):** This federal program provides job protection

for 12 weeks per 12-month period. FMLA will run concurrently with FAMLI when the need for leave meets the FMLA requirements.
- **Sick Leave** [11]: [11] Accrued through employment, this leave can be used in conjunction with FAMLI and FMLA as the employee desires.

How do benefit premiums work while I am on CU FAMLI leave?

Employee benefit premiums will be collected in the same way as if actively at work (i.e., through payroll deductions).

If an employee is not using any supplemental leave during CU FAMLI, such as sick leave, and is only receiving FAMLI payments, payroll deductions will continue and will be deducted from CU FAMLI payments. Employees may choose to discontinue payroll deductions and make alternative arrangements to pay the premiums.

If no alternative arrangements are made, any unpaid premiums will be held in arrears and deducted from the employee's pay after their leave has ended.

How do retirement contributions work while I am on CU FAMLI leave?

FAMLI payments are exempt from all retirement plan contributions, mandatory and voluntary. Any paid parental leave, sick and vacation leave used to supplement FAMLI will be subject to normal retirement contributions. Employees should note that this may impact their available retirement funds and/or their PERA pension calculations, if applicable, and are encouraged to consult with PERA and the CU Benefits team prior to utilizing the FAMLI benefit.

Do I have to give the University of Colorado notice of my leave under Colorado FAMLI?

Yes, employees must notify their supervisor and the Employee Services Leave Team at least 30 days prior to the start of their leave or as soon as possible if 30 days advance notice is not possible. Requests should be submitted through the application in your employee portal.

If I flex my schedule to cover my work/scheduled shifts, should I use FAMLI?

No. FAMLI should only be used if the employee is recording time off. Often, flexing a schedule keeps the total hours worked by the employee the same, and no sick leave is recorded.

Flex time is an agreement between the employee and supervisor and is subject to the business needs of the department.

How do my personal accruals, such as sick leave, work during FAMLI leave?

During periods of FAMLI leave, an employee will continue to accrue personal leave at their normal accrual rate.

FAMLI supplemental leave/FAMLI pay

Can I work to supplement the hours FAMLI does not cover?

No. FAMLI pays a portion of the time an employee has already taken off. The only way a temporary employee can supplement FAMLI payment is by using sick leave or comp time that has already been earned.

For example, if you are working a half-day as a 1.0 FTE employee who works 8 hours per day, you would have four (4) hours of regular earnings and four (4) hours of FAMLI leave. The four (4) hours of regular earnings will be at full pay and the 4 hours of FAMLI leave will be at partial pay (which can be supplemented with sick leave, etc.).

FMLA will provide all eligible employees job-protected leave for up to 12 weeks to care for themselves or a family member, to bond with a new child, or to prepare for the military deployment of family members. 26 weeks of FMLA leave may be granted to care for a covered servicemember with a serious injury or illness.

Employees taking FMLA must use accrued sick leave during the duration of their absence. If the employee exhausts all accruals, they will be placed on an unpaid leave.

How to apply

1. Login to employee portal [2].
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 **Apply for Leave Benefits** tile.
6. Complete the secure unity form.
7. Employees will receive a confirmation email once their application has been successfully submitted.
8. The Employee Services Leave Team will reach out to the employee to discuss eligibility and next steps.

Refer to the Leave of Absense ESS User Guide for Employees [3]to learn how to apply for and manage your leave of absence within the employee portal.

Eligibility reasons

Medical leave to care for yourself

Employees may need to use FAMLI and FMLA to take care of themselves if they have a serious health conditionSerious Health ConditionAn illness, injury, impairment, pregnancy, recovery from child birth, or physical or mental condition that involves inpatient care in a medical facility or continued treatment by a health care provider.

[12]. A serious health condition is defined as any of the following that involve inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care providerHealth Care ProviderAny person licensed, certified, or registered under federal or Colorado law to provide medical or emergency services [13]:

- Illness
- Injury that is not work related
- Surgery
- Impairment
- Pregnancy complications
- Physical or mental conditions

Medical leave to care for a family member

Eligible family members under the FMLA include spouse, child under the age of 18 and parents. Employees eligible for FMLA may take leave to care for their family member's serious health condition.

Military family members (exigency) leave

The FAMLI benefit is available for family members to support them through the service member's duty to the state and country. Military family members (exigency) leave is based on a need arising out of an individual's family member's active-duty service or notice of an impending call or order to active duty in the armed forces. This may 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, military events or ceremonies
- Spending time with the military member in preparation for deployment or during a rest and recuperation leave following the return from deployment

FMLA also entitles eligible employees to take unpaid, job-protected leave to care for a family member who is a current servicemember with a serious injury or illness. FMLA leave for this purpose is called "military caregiver leave."

FAQ

About FMLA

What does the Family and Medical Leave Act provide?

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks (480 hours for a 100% employee) of unpaid job-protected leave per 12-month period. During an

approved leave under the FMLA, an employee's group health benefits will be maintained, and the employee is entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered servicemember with a serious injury or illness.

How can I receive pay while I am on family medical leave?

Although family medical leave is unpaid leave, the university requires employees to use their available sick or other types of paid leave to receive pay during their absence.

Employees may also choose to use CU FAMLI to receive pay during family medical leave.

When and how should I request family medical leave?

If the leave is foreseeable, a request must be submitted to the Employee Services Leave Team at least 30 days before the leave is to begin.

If the need for leave is urgent and not foreseeable, the request must be submitted as soon as practical and generally must comply with the department's normal call-in procedures.

Eligibility

Who can take family medical leave?

Any employee who works for the university and meets the FMLA eligibility requirements can take family medical leave.

For Classified Staff: The employee must have one year of total state service as of the date leave will begin. Additionally, classified employees are eligible for one additional week (40 hours for a 100% employee) of State family medical leave subsequent to the use of leave under the FMLA.

For University Staff and Faculty: The employee must have been employed by the university for at least 12 months within the past seven years and have worked at least 1,250 hours during the most recent 12-month period prior to the start of leave. Part-time, FLSA-exempt employees with an FTE of 50% or greater are presumed to have met the 1,250 hours requirement, provided they have at least one year of university service.

Does the time I take off for sick, leave or other PTO count toward the 1,250 hour requirement?

The 1,250 hours include only those hours actually worked for the university. Paid leave and unpaid leave, including FMLA leave, are not included in the calculation.

Qualifying conditions

When can an eligible employee use family medical leave?

An eligible employee can use family medical leave for:

- the birth and care of a newborn child
- the placement and care of a child for adoption/foster care
- a serious health condition of an employee or their spouse, child or parent
- care for a covered servicemember with a serious injury or illness (26 weeks)
- a qualifying exigency when a parent, child, spouse, civil union partner, or domestic partner is called up for active military duty

How can I apply for FMLA leave?

To apply for family medical leave, employees must complete an application form and provide all required documentation to Employee Services. Once the application is received, Employee Services will process the application, notify the employee of approval status and guide them through their entire leave.

Online applications for family medical leave are located in the employee portal.

1. Login to employee portal [2].
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 **Apply for Leave Benefits** tile.
6. Complete the secure unity form.
7. Employees will receive a confirmation email once their application has been successfully submitted.
8. The Employee Services Leave Team will reach out to the employee to discuss eligibility and next steps.

Birth and bonding

Are there any restrictions on when an employee can take leave for the birth or adoption of a child?

Leave to bond with a newborn child or for a newly placed adopted or foster child must conclude within 12 months after the birth or placement.

When can a parent take leave for a newborn?

All parents have the same right to take family medical leave to bond with a newborn child. A birthing parent can also take family medical leave for prenatal care, incapacity related to pregnancy, and for their own serious health condition following the birth of a child. A non-birthing parent can also use FML to care for their spouse who is incapacitated due to pregnancy or childbirth.

Intermittent/reduced leave schedule

Does an employee have to take leave all at once or can it be taken periodically or to reduce the employee's schedule?

When it is medically necessary, employees may take family medical leave intermittently — taking leave in separate blocks of time for a single qualifying reason or on a reduced leave schedule — reducing the employee's usual weekly or daily work schedule.

Can the university change an employee's job when the employee takes intermittent or reduced schedule leave?

Employees needing intermittent/reduced schedule leaveReduced Leave ScheduleA change in work schedule that is less than what the employee typically works, normally from full time to part time. [14] for foreseeable medical treatments must work with the university to schedule the leave to minimize their department's operations and business needs as much as possible. In such cases, the university may transfer the employee temporarily to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious health condition

What is a serious health condition?

The most common serious health conditions that qualify for family medical leave are:

- conditions requiring an overnight stay in a hospital or other medical care facility
- conditions that incapacitate you or your family member (for example, unable to work or attend school) for more than three consecutive days and have ongoing medical

treatment (either multiple appointments with a health care provider, or a single appointment and follow-up care such as prescription medication)
- chronic conditions that cause occasional periods when you or your family member are incapacitated and require treatment by a health care provider at least twice a year
- pregnancy (including prenatal medical appointments, incapacity due to morning sickness, and medically required bed rest)

Can I take family medical leave for reasons related to domestic violence issues?

Family medical leave may be available to address certain health-related issues resulting from domestic violence. An eligible employee may take FML because of their own serious health condition or to care for a qualifying family member with a serious health condition that resulted from domestic violence. For example, an eligible employee may be able to take FMLA leave if they are hospitalized overnight or are receiving certain treatment for post-traumatic stress disorder that resulted from domestic violence.

Mental health

May I use family medical leave for mental health reasons?

Yes. As long as an employee is eligible and provides the Employee Services Leave Team with proper documentation from a medical provider, they can use family medical leave for mental health reasons.

May I use family medical leave to care for my adult child related to mental health reasons?

Example: My daughter, who is 24 years old, was recently released from several days of inpatient treatment for a mental health condition. May I use FMLA leave for her care? She is unable to work or go to school and needs help with cooking, cleaning, shopping, and other daily activities.

It depends. Employees may use family medical leave to care for a child who is 18 years of age or older if the child is incapable of self-care because of a disability as defined by the ADA, has a serious health condition as defined by the FMLA, and needs care because of the serious health condition.

A disability under the ADA is a mental or physical condition that substantially limits one or more of the major life activities of an individual, such as working. Major depressive disorder, bipolar disorder, obsessive compulsive disorder, and schizophrenia are a few examples of mental health conditions that may substantially limit one or more of an individual’s major life activities when active. A mental health condition requiring an overnight stay in a hospital or residential medical care facility would be a qualifying serious health condition under the FMLA.

Resources and Courses



[15]

Guides:

- CU Leave Program Guides and FAQs [16]
- HR and Supervisor ESS Portal Guide [17]
- Employee ESS Portal Guide [3]
- Supervisor Toolkit [18]

Click the image below to watch the FMLA course.



[19]

Resources for HR Contacts and Payroll Liaisons:

- FAMLI Pay Timing Scenarios [20]
- FAMLI Earnings Codes [21]
- Leave of Absence Template Based Transaction (TBT) Process [22]
- FAMLI Supplemental Leave Query [23]
- Running CU FAMLI Weekly Benefit Query for Employees [24]
- FAMLI Payment Example [25]
- Intermittent FAMLI Payment Example [26]
- Monthly Supplemental Leave Calculator [27]
- Contract Supplemental Leave Calculator [28]
- Hourly Supplemental Leave Calculator [6]
- FAMLI Payroll Calendar [29] (Login required)

Groups audience:
Employee Services
Right Sidebar:
ES: HR - Leave Team Contact

Source URL:https://www.cu.edu/employee-services/leave/famli-fmla-and-parental-leave/amc/student-temporary-and-hourly-employees

Links
[1] https://www.cu.edu/employee-services/leave/famli-fmla-and-parental-leave/amc/student-temporary-and-hourly-employees [2] https://my.cu.edu [3] https://www.cu.edu/docs/leave-absence-ess-user-guide-employees [4] https://www.cu.edu/famli-terms/wage-replacement-benefit [5] https://www.cu.edu/famli-terms/wages [6] https://www.cu.edu/docs/hourly-famli-supplemental-leave-calculator
[7] https://famli.colorado.gov/ [8] https://www.cu.edu/famli-terms/premium [9] https://www.cu.edu/docs/cu-famli-private-plan-notice [10] http://my.cu.edu [11] https://www.cu.edu/employee-services/leave/other-types-leave [12] https://www.cu.edu/famli-terms/serious-health-condition [13] https://www.cu.edu/famli-terms/health-care-provider [14] https://www.cu.edu/famli-terms/reduced-leave-schedule
[15] https://share.percipio.com/cd/dgfKQkuDa

[16] https://www.cu.edu/docs/cu-leave-benefits-guides-0 [17] https://www.cu.edu/docs/leave-absence-ess-user-guide-supervisors-managers-hr-partners [18] https://www.cu.edu/docs/supervisor-toolkit-leave
[19] https://share.percipio.com/cd/pZCaDyVMC [20] https://www.cu.edu/docs/famli-pay-timing-scenarios
[21] https://www.cu.edu/docs/famli-earnings-codes [22] https://www.cu.edu/docs/leave-absence-template-based-transaction-tbt-process [23] https://www.cu.edu/docs/famli-supplemental-leave-query
[24] https://www.cu.edu/docs/running-cu-famli-weekly-benefit-query-employees
[25] https://www.cu.edu/docs/famli-payment-example [26] https://www.cu.edu/docs/intermittent-famli-payment-example [27] https://www.cu.edu/docs/monthly-famli-supplemental-leave-calculator
[28] https://www.cu.edu/docs/contract-famli-supplemental-leave-calculator [29] https://www.cu.edu/docs/famli-payroll-calendar