Leave of Absence [1]

Help employees get extended time off.

This transaction allows you to put an employee on leave, whether it's sabbatical, paid leave or a short-work break. You'll also use this transaction to return someone from leave status.

Step-by-Step: Putting an Employee on Leave and Returning from Leave [2]

Step-by-Step: Approving Transactions [3]

Job Aid: Parental Leave [4]

Family Medical Leave Act

The Family Medical Leave Act of 1993 (FMLA) is a federal statute that provides job protection for employees for the following reasons:

- the birth of a child and care of a newborn child
- the placement and care of a child for adoption/foster care
- a serious health condition of an employee's spouse, child or parent
- an employee's own serious health condition

Campus human resource offices assist departments and employees regarding all family medical leave requests, communications and actions.

Faculty and university staff (formerly exempt professionals) should contact their campus human resources office for assistance with family medical leave.

For **classified staff**, state personnel rules apply. Employees or departments should contact the human resources office on their campus for assistance with family medical leave. Please refer to Your Rights and Responsibilities under Family/Medical Leave [5] for state FMLA information.

Groups audience:
HCM Community
Right Sidebar:
HCM: Resources Key
HCM: Feedback

HCM: Document Library
HCM: Submit a Ticket

Source URL:https://www.cu.edu/hcm-community/leave-absence

Links
[1] https://www.cu.edu/hcm-community/leave-absence [2] https://www.cu.edu/docs/putting-employee-leave-and-returning-leave [3] https://www.cu.edu/docs/sbs-approving-transactions [4] https://www.cu.edu/docs/jaid-parental-leave [5] https://www.colorado.gov/pacific/dhr/FMLA