



APS JUSTIFICATION

Policy Title: Leave (Military, Administrative, and Parental Leave Sections)

APS Number: 5062

APS Functional Area: **HUMAN RESOURCES**

Date Submitted: September 29, 2023

Proposed Action: Revision

Brief Description: To align with state policies and provide usage clarity.

Desired Effective Date: January 1, 2024

Responsible University Officer: Vice President and Chief Human Resources Officer

Responsible Office: Office of Employee Services

Policy Contact: Office of Employee Services

Applies to: All Employees

Reason for Policy: To consolidate leave policies to comply with state and federal law regarding university employee leave-related policies. Sick and vacation accruals and compensation information can be found in [Regent Policy 11.E: Leave Policies for Faculty and Staff](#).

I. REASON FOR PROPOSED ACTION

- Military
 - Incorporating changes from House Bill 23-1045 by allowing up to 3 weeks equivalent to a regular work schedule per fiscal year.
- Administrative (applies to all employees)
 - Separating short-term administrative leave into different sections, defining the reason for each usage and providing clarity on when the administrative leave can be moved to accommodate work schedules.
- Parental (applies to all employees)
 - With the requirement of the State of Colorado Family and Medical Leave Insurance (FAMLI) and the university’s private FAMLI plan, the parental leave policy required updating to adhere with the law and clarify how all the leave components work together for time off and compensation options during parental leave.
 - Notable changes include:
 - Extension of full paid leave from four weeks to six weeks for university staff and twelve-month faculty
 - Elimination of the requirement to exhaust sick leave before parental leave for nine-month faculty

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Campus HR Offices

III. LEGAL REVIEW

- A. Do you think legal review would be required for these proposed changes? **Yes**
1. If no, please explain.
 2. If yes, what is your plan to get the legal review? **University Counsel has reviewed.**

B. Date legal review completed: **9/29/2023**

C. Person completing legal review: **Julie Steeler**

IV. **FISCAL REVIEW**

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No** If yes, please explain: