



APS JUSTIFICATION

Policy Title: Leave (Leave Without Pay and Parental)

APS Number: 5062

APS Functional Area: **HUMAN RESOURCES**

Date Submitted: November 4, 2024

Proposed Action: Revision

Brief Description: Making minor additions for clarification purposes.

Desired Effective Date: January 1, 2025

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

Making minor additions for clarification purposes.

- Section 9: Leave Without Pay – requiring the exhaustion of all applicable accrued leave before leave without pay is granted.
- Section 11: Partneal Leave – allowing CU Parental Leave to be used to care for birthing parent (usually 6-8 weeks after birth) in addition to bonding with the child.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Campus HR Offices
Employee Services Leave Team

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? Provided updated language to University Counsel
- B. Date legal review completed: October 31, 2024
- C. Person completing legal review: Melissa Martin

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)? If yes, please explain: no.