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Employee Toolkit Navigating Parental Leave Benefits University of Colorado Boulder

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Do you need a refresher or training on any job duties before starting back into your role?

Complete the Parental Leave Agreement Form and submit to the Central HR Leave Team with your supervisor's signature included

- Please contact the leave team if you or your supervisor have questions on completing this form

Confirm your child's date of birth, or date of adoption/foster care placement as soon as possible by e-mailing your supervisor and the leave team

- ***Note: The Parental Leave benefit does not start until the date of birth or placement. In the event you need to take leave due to medical complication prior to birth, please contact the leave team***

Add your child to your benefits, if applicable. Contact Employee Services at 303-860-4200 to speak to a Benefits Counselor. For more information, see below:

<https://www.cu.edu/employee-services/benefits-wellness/current-employee/life-events>

Submit your timesheet on a monthly basis, per the leave instructions you will receive. If you have any questions regarding your timesheet, please reach out to your Leave Coordinator as soon as possible.

One week prior to your return to work date, confi.1 (t13(e).96 0 Td-a i9 Tf0.9 Tc1 Tw 0.9 0 Td(o)2 E(n)Jn)-

Leave Benefits Overview

Parental Leave Benefit Overview

6 months of unpaid, job-protected Parental Leave, which includes:

- 12 weeks of unpaid Family and Medical Leave (FMLA) for University Staff, Faculty and Research Faculty
- 12 weeks of unpaid FMLA for Classified Staff, plus an additional one (1) week of state medical leave (total = 13 weeks)
- 6-8 weeks of short-term disability (if enrolled and eligible)
- 6 weeks of paid parental leave
- Remainder of leave will be paid by sick and annual leave accruals, or unpaid leave

University of Colorado Parental Leave Policy [\(APS 5019\)](#)

The University grants eligible employees up to six consecutive months of unpaid job-projected parental leave during the first 12 months after the qualifying event (birth, adoption or foster care placement). The parental leave will run concurrently with the 3 months (or 12 weeks) of Family and Medical Leave (FMLA), thus not in addition to the 12 weeks of leave guaranteed by the FMLA. After the FMLA period has exhausted, the employee will have an additional 3 months (or 26 weeks) of job-protected leave under the Parental Leave policy [\(APS 5019\)](#). The amount of parental leave will be prorated for part-time employees.

Parental Leave Eligibility [\(APS 5018 \(uti\)4 \(v\)7\(1\)TETEMC BT/P AMC21\) 0.22s31 0 T.01](#)

Paid Parental Leave

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Benefits and Payroll Deductions

During the FMLA leave period, there are certain payroll deductions that will continue as long as an employee is on paid leave. These deductions include medical and dental premiums, life insurance premiums, retirement contributions, parking fees, Rec Center membership fees, etc. Should any portion of the leave go unpaid, the employee will maintain coverage under CU's benefit plans. CU will continue payment of the employer portion of the benefit premium while the employee is on leave. The employee will need to arrange payment of his/her share of the premium. The employee is ultimately responsible for managing his/her benefits while on leave. The Benefits Office can be reached at **303-860-4200**.

Returning to Work

Upon returning from FMLA and parental leave, the employee will be returned to the same position s/he held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

One week before the scheduled return to work date, the Leave Coordinator will check-in with the employee and the employee's supervisor to ensure there is no need for additional leave. An employee returning to work because of his/her own serious health condition will be required to present written documentation from his/her medical provider stating that s/he is able to return to work. The employee's return to work will be delayed until the required FTR is provided.

Examples of Leave

Parental Leave and FMLA can be utilized in a variety of ways. Eligible employees are automatically entitled to a block period of leave for up to 6 months. If employees choose to take leave intermittently or on a reduced schedule basis, employees must receive approval from their supervisor via the Parental Leave Agreement Form. Some common examples of parental leave schedules include:

Block Leave

An employee may choose to take the full 6 months of job-protected leave at one time. An employee is entitled to take the full 6 months of leave in a block of time, per university policy.

Example: Julie has her child on July 1, 2019 and will return to work on January 1, 2020. During this time, Julie will use h4 (o)-2 (li)iA-2 (w)6 (o)-1 (e)-1 (s8 (n)())6 (w3)Tj0.001 T1 (n)6 fhal la r0-1 (e)9 (t)-4 (al

Parental Leave FAQ

How much time am I eligible for under the Parental Leave policy?

Qualifying employees are eligible for up to 6 months (1,040 hours) of unpaid, job-protected leave through the Parental Leave policy. The paid parental leave benefit allows for 240 of these hours (6 weeks) to be paid without the employee using personal leave accruals. For the remainder of the leave, employees may use their sick and annual accruals. If employees run out of accruals while on leave, the remainder of their leave will be unpaid.

Can I use Short-term Disability while taking parental leave?

Yes! Please contact the Benefits Office (303-860-4200) to verify that you have elected into STD benefits. University staff must elect the benefit during new hire open enrollment, or another open enrollment period. Classified staff are automatically enrolled in the short-term disability benefit. If you have elected into these benefits, you may request necessary paperwork from the Benefits Office. They can also address any questions you have about the STD application process.

I am eligible to take parental leave for a qualifying event. Can I choose to take it at any time?

Yes! You are eligible to take parental leave for up to one year after the qualifying event. Many employees choose to take a portion of their leave directly following the birth or placement and a second portion later in the year. ***Note: Birthing parents who wish to return within 6-8 weeks after giving birth will be required to submit medical documentation stating their ability to return to the workplace.***

Contacts and Resources

<p style="text-align: center;">Family and Medical Leave (FMLA) at CU Boulder</p> <p style="text-align: center;">Parental Leave</p>	<p style="text-align: center;">Taylor Craven Leave Program Manager 303-735-7566 Taylor.Craven@colorado.edu</p> <p style="text-align: center;">Joe Constancia Leave Coordinator 303-735-4996 FMLA@colorado.edu</p> <p style="text-align: center;">Jayna Davis Leave Coordinator 303-735-5933 FMLA@colorado.edu</p> <p style="text-align: center;">Cynthia Comfort 303-735-8431 FMLA@colorado.edu</p>	<p style="text-align: center;">Administrative Research Center 3100 Marine St. 3rd Floor Boulder, CO 80309</p>
<p style="text-align: center;">Short-term Disability and Employee Benefits</p>	<p style="text-align: center;">Employee Services 303-860-4200 employeeservices@cu.edu</p>	<p style="text-align: center;">1800 Grant</p>