

## What do you have questions about?

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### Parental Leave Process (for employees):

#### What is the process for Paid Parental Leave?

1. Inform your supervisor and HR Business Partner (HRBP) that you are expecting to take leave so that they are aware you will be out for an extended period.
2. Apply for Paid Parental Leave using this link,  
[https://ucdenverdata.formstack.com/forms/parental\\_leave\\_form](https://ucdenverdata.formstack.com/forms/parental_leave_form)
3. After you apply, Central HR will verify your eligibility.
  - a. To be eligible you must be working at a 50% capacity or greater and have been working for 12 consecutive months. When your eligibility has been confirmed Central HR will reach out to the supervisor and HRBP listed on your application informing them of the decision.
4. Based on your eligibility you will work with your HR Business partner to complete the appropriate documents and forms, ensuring they are submitted prior to taking your leave.
5. Once the event happens, whether it is a birthing, foster, or adoption event, inform your supervisor/ HRBP so they can place you on leave and ensure you are compensated properly throughout your leave.

### Eligibility

#### What am I eligible for under this policy, based on employment classification?

12-month faculty	Faculty positions that are eligible for FML benefits per the Employee Services Benefits Eligibility Matrix published on their website. Entitled to 160 hours of paid parental leave to be used in a continuous block of time and, inclusive of the aforementioned paid leave period, up to an additional five months of leave used as a continuous block of time or, if requested and approved, intermittently.
University Staff	University staff positions that are eligible for FML benefits per the employee Services Benefits Eligibility Matrix published on their website. Entitled to 160 hours of paid parental leave to be used in a continuous block of time and, inclusive of the aforementioned paid leave period, up to an additional five months of leave used as a continuous block of time or, if requested and approved, intermittently.
Twelve-month faculty appointed to other titles not listed above	Standard FMLA benefits apply
Classified Staff	Entitled to 160 hours of paid parental leave to be used in a continuous block of time and, inclusive of the aforementioned paid leave period, up to an additional five months of leave used as a continuous block of time or, if requested and approved, intermittently. This is not in addition to the Paid FML, an eligible employee may only receive 160 paid hours for a parental event in a rolling year.
9-month faculty	Refer to System APS 5062
Post-docs	Standard FMLA benefits apply

# Parental Leave FAQ

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## What are the eligibility requirements?

- To be eligible for paid parental leave, twelve-month faculty, university staff and classified staff must meet the following criteria:
  - Have a regular appointment of 50% or greater.
  - Have been employed by the university for twelve consecutive months *prior* to the date of birth, adoption, foster care placement or guardianship.
  - Meet the definition of Parent as set forth in APS 5062.

## What titles are included in the eligible 12-month faculty group?

- For purposes of this policy, twelve-month faculty include Instructors, Senior Instructors, Assistant Professors, Associate Professors, Professors, Distinguished Professors, Assistant Professors (C/T), Associate Professors (C/T) and Professors (C/T), Assistant Professors – Research, Associate Professors – Research, Professors – Research, Research Instructors, Faculty Research Associates, Visiting Research Associates, Professional Research Assistants, Sr. Professional Research Assistants, Research Associates, Sr. Research Associates and Research Sr. Instructors.

## What if my spouse or partner is also a faculty member?

- If both parents are eligible faculty or staff members, they may take the 160 hours of paid leave either simultaneously or consecutively.

## How often may a faculty or staff member use paid parental leave?

- This benefit may be utilized once in a rolling 12-month calendar year.

## If the employee is part-time, is the paid parental leave pro-rated?

- Yes. Parental leave will be paid proportionately based on the FTE assigned to the employee if the employee has an FTE of .50 or greater.
- IE: 1.0 FTE= 160 hours, .80 FTE = 128 hours, .75 FTE = 120 hours, .50 FTE = 80 hours.

## Benefits & Pay

### How do I apply for the Paid Parental Leave (PPL) benefit?

- Please see the form found at: [https://ucdenverdata.formstack.com/forms/parental\\_leave\\_form](https://ucdenverdata.formstack.com/forms/parental_leave_form)

### How do I receive my pay when I am on leave?

- Pay available to you on leave:
  - University provided Paid Parental Leave
    - If eligible and approved, up to 160 hours (Based on FTE),
    - Must be used all in one block of time within 12 months of qualifying event
  - Short Term Disability
    - Must have enrolled in benefit during the benefits enrollment period
    - Visit the [Employee Services Page](#) for additional information
  - Accrued Sick / Vacation Time

### Will my benefits or employment status be affected if I take paid parental leave?

- No, you remain on full pay status during approved parental leave. The University will continue to pay the employer portions of your elected benefits, and you remain responsible for the employee portion. You will continue to earn service credit and CU retirement contributions as normal. Vacation and sick time accruals also continue.
- In addition to paid parental leave, tenure-eligible or continuing-eligible faculty may request a tenure/continuing status clock delay based on the birth or adoption of a child.

## Parental Leave FAQ

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### **Do I continue to accrue my leave benefits while on the University portion of paid parental leave?**

- If the employee is in a paid status, their leaves benefits accrue as they normally would.

### **I have purchased short-term disability insurance that pays benefits following the birth/adoption of a child. Can I still receive paid parental leave?**

- Yes, you may select the period of time that you wish to use the 160 hours of University paid parental leave with in a year (12 months) from qualifying event

### **What happens if a holiday falls during a paid parental leave?**

- That day is recorded as a paid holiday and is not deducted from the balance of approved Paid parental leave hours (up to 160 based on FTE). However, this does not extend the total period for parental leave you are entitled to.

### **Can I work part-time during the University paid portion (160 hours based on FTE) parental leave or use the paid leave intermittently?**

- No, the University paid portion of parental leave must be taken in a single block of time. The remaining 22 weeks may be taken intermittently after negotiating with, and upon the approval of, the department.

### **Qualifying Event**

### **If I give birth to or adopt more than one child, would I be eligible for more than six weeks of paid parental leave?**

- No, each eligible employee may take one paid parental leave in a rolling 12-month period. The birth or adoption of multiple children does not increase the length of leave approved for that event.

### **I am adopting an older child, not an infant. Can I take parental leave?**

- Yes. Adoption is a qualifying situation.

### **If I get married and adopt my new spouse's children, am I eligible for paid parental leave?**

- Yes. Adoption is a qualifying condition.

### **Does child placement for fostering count as a qualifying event?**

- Yes. Foster or kinship placement is considered a qualifying situation.

### **Paid Parental Leave & Family Medical Leave**

### **How does paid parental leave work with Family Medical Leave?**

- It runs concurrently with that the job-protected leave of FML. FML does not extend the total period of time for parental leave you are entitled to.

### **Are classified staff eligible to receive both University Paid Parental Leave and the Paid Family Medical Leave as provided by the State of Colorado?**

- No, permanent full-time employees may receive a maximum of one hundred sixty (160) hours of paid leave (prorated for permanent part-time employees) per rolling twelve (12) month period.

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University of Colorado  
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## Contact For Questions

**Who should I contact if I have questions about Paid Parental Leave Benefit?**

- [HR.ParentalLeave@cuanschutz.edu](mailto:HR.ParentalLeave@cuanschutz.edu) for the Anschutz Campus
- [WorkplaceEngagement@ucdenver.edu](mailto:WorkplaceEngagement@ucdenver.edu) for the Denver Campus

**If I don't know who my HR Business Partner is, who should I contact?**

- Visit [Human Resources | Business Partner Staff Listing \(ucdenver.edu\)](#) to find your department and HR Representative.

## Policy Information

**When did the University add the paid portion to the parental leave policy?**

- July 1, 2018.

**Where can I find the system leave policy?**

- [Leave Policy 5062](#)

**Where can I find the parental leave policy for the Denver Campus and Anschutz?**

- [Parental Leave for Twelve-Month Faculty and Staff Policy 4001](#)