



# Leave Benefits for Your Personal Well-being

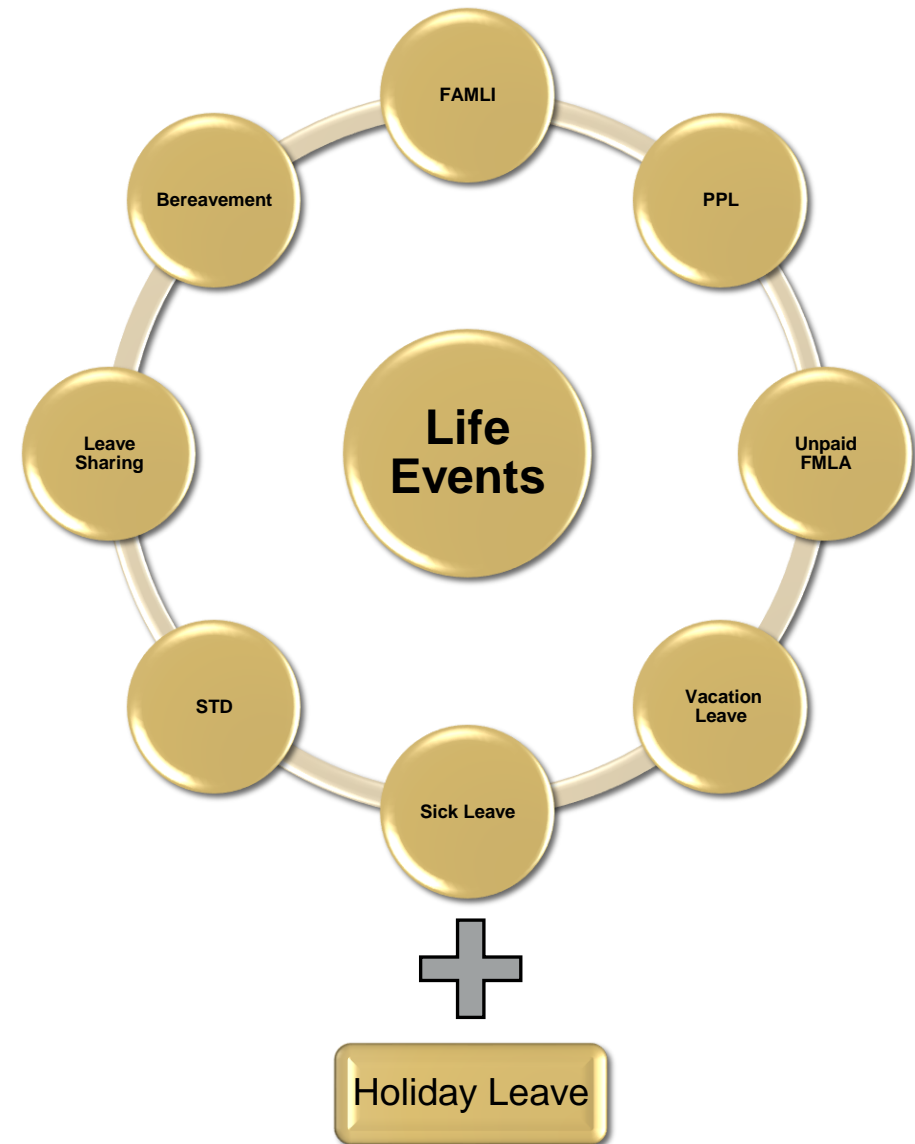
Adrienne Howarth-Moore, Associate Vice Chancellor and Chief HR Officer

Brad Mathers, Director for Employee Relations & Performance

1/24/24

# What We'll Cover Today

- Introductions
- Employer of Choice Leave Benefits
  - Family and Medical Leave Insurance (FAMLI)
  - Family and Medical Leave Act (FMLA)
  - Paid Parental Leave (PPL)
  - Short-Term Disability (STD)
  - Sick Leave
  - Vacation (Annual) Leave
  - Leave Sharing
  - Bereavement Leave
  - Inclement Weather
  - Holiday Leave
- Questions & Resources to Learn More



# What We Won't Cover Today

- All Other Leaves
  - Administrative Leave
  - Court and Jury Duty Leave
  - Leave for Job Related Illnesses and Injuries (workers' compensation leave)
  - Leave Without Pay
  - Long Term Disability (LTD)
  - Military Leave
  - Voting Time Off
- MyLeave Replacement Project

*Note: To protect privacy, please do not share medical information specific to your active or former leave event. However, you are welcome to schedule an appointment with us to review your specific leave need(s).*

# CU FAMLI Overview

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# CU FAMLI – Overview

- Colorado voters approved the creation of the FAMLI enterprise fund by passing Proposition 118 by 57.75%.

- Premium deductions began
- Premiums paid by employers and employees (0.9% of wages) in a 50/50 split

- CU FAMLI private plan was approved by the State of Colorado
- Private plans must be equivalent or better than FAMLI

## Paid leave begins

- to care for a new child
- to care for a family member with a serious health condition
- because of your own serious health condition
- for qualifying exigency leave or safe leave

**November  
2020**

**January 1  
2023**

**May 10  
2023**

**January 1  
2024**



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# CU FAMLI – Employee Eligibility

Effective  
January 1,  
2024

- All employees who **work in Colorado** are eligible for CU FAMLI including: GMEs, Postdoc employees, student employees, graduate assistants, temp faculty)
- All employees are eligible for CU FAMLI **payments** on day one of employment.
- All employees receive CU FAMLI **job protection** after 180 days of employment.
- All employees are allowed 12 weeks of **partial wage replacement** through CU FAMLI every 12-month period.



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# CU FAMLI - Application

## Reasons to Apply

- caring for a new child during the first year after the birth, adoption, or foster care placement of that child
- caring for a family member with a serious health condition
- caring for your own serious health condition
- making arrangements for a family member's military deployment
- obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse

FAMLI may be used in a continuous block of time, or intermittently.



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# CU FAMLI – Qualified Family Members

## Family Members

A covered employee's child, parent, spouse, domestic partner, grandparent, grandchild, sibling, or someone with whom they have a *significant personal bond*\*.

Understanding that families are unique, CU will determine significant personal bond relationships\* by looking at the totality of the circumstances, including but not limited to:

- shared financial responsibilities
- emergency contact designations
- expectation of care created by the relationship
- cohabitation and geographical proximity

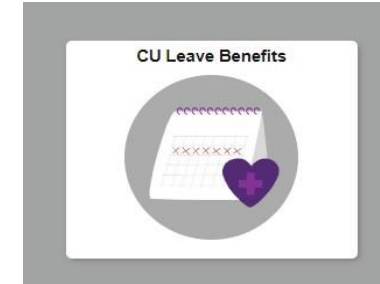




# CU FAMLI – Applications & Medical Certification

**Confidential**

CU FAMLI requires an application and medical certification. The portal is available NOW!



- Applications for CU FAMLI are available through the CU employee portal and are reviewed by the CU System, Employee Services, Leave Management Unit not the employee's department.
- A leave coordinator will help create a leave plan that incorporates all eligible leave programs, and determine if additional documentation is needed.
- A medical provider will fill out a certification to be approved. In cases not involving medial conditions, an appropriate alternate provider will be identified.
- All CU FAMLI documentation is held outside of personnel files and is considered confidential.
- Medical certifications involving workplace accommodations may require coordination with the campus Americans with Disabilities Act (ADA) Coordinator, or others on a narrowly scoped need-to-know basis.



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# CU FAMLI – Estimated Benefits

## Estimated Benefits

CU FAMLI will provide a percentage of your full wages, based on your weekly wage rate. Employees may use other CU leave types to supplement FAMLI to achieve at or near full wages. This includes sick leave, vacation leave, paid parental leave and short-term disability leave.

The table to the right is a sample of FAMLI benefit amounts based on weekly wage rates.

Weekly Wage	Weekly Benefit	Maximum Annual Benefit	Percent of Weekly Wage
\$500	\$450	\$5,400	90%
\$1,000	\$768	\$9,216	77%
\$1,500	\$1,018	\$12,216	68%
\$2,000	\$1,100	\$13,200	55%
\$3,000+	\$1,100	\$13,200	37%

To calculate your estimated FAMLI benefit, visit: <https://famli.colorado.gov/individuals-and-families/premium-and-benefits-calculator>



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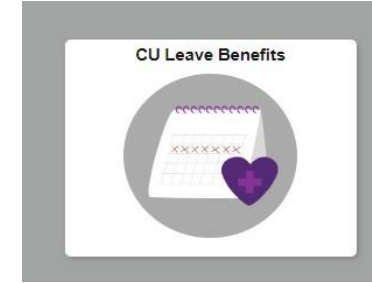
# CU FAMLI – Coordination with Other Leave Programs

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# CU FAMLI with Other Leave Programs

Personalized  
Assistance



- Application through the employee portal is required for all FAMLI, FMLA and Paid Parental Leave cases.
- Once an application is submitted, a leave coordinator will work directly with the employee to:
  - review eligibility for all available leave
  - understand the needs of the employee (maximize pay or maximize time off)
  - construct a leave plan that will be shared with the supervisor and department HR Partner



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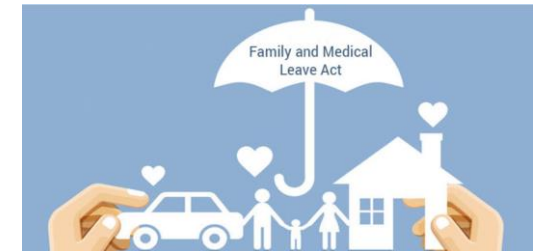
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# CU FAMLI – Family and Medical Leave Act

## Family and Medical Leave Act (FMLA)

FMLA may be used in a continuous block of time, or intermittently, e.g., PT appointments, dialysis visits, therapy sessions, etc.

- FMLA is a federal leave program that provides job and group health insurance protections for 12 weeks (480 hours) per 12-month period for birth & bonding, serious health conditions, and certain military leave entitlements for eligible employees. Classified employees receive 13 weeks.
- FMLA is unpaid and has no compensation component.\* Employees must have been employed for 12 months and worked at least 1,250 hours prior to the start of leave.
- Unpaid FMLA will run concurrently with paid FAMLI when the need for leave meets the FMLA eligibility requirements.
- \*Classified employees in Colorado receive 160 paid hours effective in 2022



# CU FAMLI – Paid Parental Leave

## Paid Parental Leave (PPL)

- Effective January 1, 2024, the university's Paid Parental Leave (PPL) will run concurrently with FAMLI for eligible employee populations, providing up to six (6) weeks of full compensation for the birth, adoption or foster placement of dependent children. *(FAMLI + PPL = full wages for 6 weeks)*
- Employees are able to take an additional six (6) weeks of FAMLI payments and supplement with sick or vacation leave to achieve at or near full compensation. *(FAMLI + Sick/Vacation = partial to full wages for an additional 6 weeks)*
- In addition to the paid leave options, PPL eligible employees may take additional unpaid time off for a total of six (6) months of job protected leave.
- **CU Anschutz eliminated the one year wait period for PPL eligibility!**



# CU FAMLI and PPL

## FAMLI and PPL

### University Staff and 12-month Faculty

**Weeks 1-6:** full pay with a combination of CU FAMLI and PPL

**Weeks 7-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with vac/sick to make whole

### Classified Staff

**Weeks 1-6:** full pay with a combination of CU FAMLI and PFML

**Weeks 7-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with vac/sick or any remaining PFML to make whole

### PPL Ineligible Employees

**Weeks 1-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with sick leave if eligible; no CU PPL provided



# CU FAMLI – Other Leave Programs

## FAMLI

Utilizing FAMLI for non-PPL leave events

University Staff and  
12-month Faculty

**Weeks 1-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with vac/sick leave

Classified Staff

**Weeks 1-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with vac/sick/paid FML leave

Vacation Ineligible  
Employees

**Weeks 1-12:** FAMLI pays a partial wage replacement and employees may choose to supplement with sick leave, if eligible



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# CU FAMLI – Short Term Disability

## CU Short Term Disability (STD)

- Short Term Disability (STD) is a voluntary plan for University Staff and Faculty. It is required for Classified Staff.
- If elected, the STD plan will replace 60% of your wages up to a specified maximum per week or month for up to 22 weeks. STD can only be used for your own health condition, not family members.
- If election occurred during open enrollment, STD will run concurrently with CU FAMLI and FMLA.
- Good option for employees who work out-of-state and in a state that does not provide paid family medical leave.



# Sick, Vacation (Annual), Leave Sharing, Bereavement, Inclement Weather and Holiday Leaves

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# Sick Leave

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- **University Staff and Faculty**
  - Regent APS-5062
  - Letters of Offer
  - Department Specific Policies
- **Classified Staff**
  - State Personnel Board Rules, Chapter 5



# Sick Leave – General Guidance

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## University Staff & Faculty

- For illness events plus preventative care appointments, e.g., dental cleanings, eye exams, etc.
- To care for eligible family members
- Departments will generally require a medical providers note after four (4) or more consecutive days absence

## Classified Staff

- For illness of self or family as defined by federal FMLA regulation
- State rules require a medical provider's note for more than three (3) days absence
- Department may require a medical provider's note for single day absence or more

# Sick Leave and “Mental Health Days”

- Employees experiencing adverse symptoms related to mental or behavioral health conditions are eligible to use Sick Leave while these symptoms resolve, e.g., anxiety or panic attacks, mental exhaustion, struggling to self-manage emotions, etc. Extended absences will be referred for FAMI and FMLA application.
- Employees wanting to recharge, e.g., plan a nature walk, spend time with friends or family, attend a wellness retreat, etc., would use their vacation (annual) leave for these purposes. This is a healthy routine that we encourage employees to schedule throughout the year.

# When Sick Leave Becomes FMLA

- If you are using Sick Leave for greater than three (3) days, admitted to the hospital, or anticipate an extended absence, e.g., scheduled surgery with a period of recovery, your absences may qualify for FMLA job protections. You may be referred to CU Employee Services, Leave Management Unit, via the Leave Portal to apply for FAMLI and FMLA and submit the appropriate documentation, as applicable.



# Vacation (Annual) and Sick Leave Accruals

## State Classified

### Annual Leave

Years of Service	Hourly Accrual Per Month	Maximum Accrual Hours/Days
1 – 5	8	192/ 24
6 – 10	10	240/ 30
11 – 15	12	288/ 36
16 +	14	336/ 42

### Sick Leave

Hourly Rate of Accrual Per Month	Maximum Accrual Hours/Days
6.66	360/ 45

## Faculty and University Staff

### Annual Leave

Hourly Rate of Accrual Per Month	Maximum Accrual Hours/Days
14.667	352 /44

### Sick Leave

Hourly Rate of Accrual Per Month	Maximum Accrual Hours
10	N/A



# Leave Sharing

When an employee has exhausted all Sick and Vacation Leave accruals, their university staff, classified staff, and 12-month appointed faculty colleagues may donate their vacation (annual) to the individual.

- Must have **one year** of service prior to need
- Donations come from Vacation (Annual) Leave accruals only
- Qualifying event: “The employee, or the employee’s immediate family member, is experiencing a physical or mental illness or injury that either:
  - Poses a direct threat to life, or is
  - Catastrophic –meaning the illness or injury requires inpatient, outpatient, hospice or residential care and results in a period of incapacity (or anticipated incapacity)



# Bereavement Leave

- University Staff and Faculty on 12-month appointments may receive up to five (5) days of paid leave for each death event to arrange for and attend funeral services and manage other affairs
- For purposes of Bereavement Leave, family members include spouse, children, parents, grandparents, brothers, sisters, in-laws, and any other person who is a member of the employee's established household. A manager may approve Bereavement Leave for an equally significant other person not included in this definition.

# Inclement Weather

- If extreme weather may significantly impact on-campus operations, as well as travel to and from campus, executive leadership will decide whether to delay start or close campus
- Notifications in the event of a delay or closure event will be sent as early as possible, generally prior to 5 a.m.
- Certain essential employees, e.g., police personnel, safety, medical, information technology, administrative and critical facilities personnel, may be required to report to campus, even in the event of a weather closure.
- Employees not designated as essential are expected to work remotely to the greatest extent possible during a weather closure. If employees are unable to perform their duties remotely or they need to care for children, family members or have other commitments, they should work with their supervisor to take vacation (annual) leave to accommodate needs.

# Holiday Leave

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- State of Colorado provides nine (9) paid holidays for full-time employees
- As of June 2022, a Personal Observance Day (floating holiday) may be taken on a day of personal significance, e.g., Juneteenth, Cesar Chavez Day, Chinese New Year, Yom Kippur, etc.
- Holiday hours are prorated for part-time employees appointed at least 50% or more time.
- Must be in a paid status on the day the holiday occurs.
- If there is Leave Without Pay in a month, holiday hours are prorated.



<https://www.cuanschutz.edu/offices/human-resources/holiday-schedules>

# Questions and Resources

- For more information on FAMLI, FMLA and PPL, including on-demand courses and FAQs, visit the CU System, Employee Services, Leave Management Unit at <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/famli-fml-and-parental-leave>
  - Phone: 303-860-4353
  - Email: [leave@cu.edu](mailto:leave@cu.edu)
  - <https://www.cu.edu/employee-services/leave-policies>
- CU Anschutz Central HR - Employee Relations & Performance
  - Email: [ERP.communications@cuanschutz.edu](mailto:ERP.communications@cuanschutz.edu)
- Your Local HR Department Contact and Department Manager