A. Introduction

The University of Colorado Administrative Policy Statement 5019, *Parental Leave for Faculty and University Staff*, allows the campus to provide additional parental leave benefits to all employees or to categories of faculty and staff. This policy sets forth the parameters by which a school, college, or department may offer additional parental leave benefits to its employees.

B. Policy Statement

A school, college, or department may offer additional paid or unpaid parental leave benefits to all of its employees or a category of its employees. The purpose of the additional parental leave benefit must be to give parents additional paid or unpaid leave, flexibility, or time to bond with their newborn or newly adopted children.

Additional parental leave benefits shall run concurrently with Family Medical Leave Act leave and leave taken under the University’s Administrative Policy Statement *Parental Leave for Faculty and University Staff*. Requests for FMLA leave, if applicable, must be submitted and approved to the Department and to the CU Denver | Anschutz Human Resources office.

Additional paid parental leave benefits must be wholly funded by the school, college, or department which desires to offer the paid leave.

C. Procedures

A school, college, or department that desires to offer additional parental leave benefits must submit a proposal describing the additional parental leave to the applicable Dean or Vice Chancellor for approval. The proposal must include a description of the additional parental leave benefits, whether the leave will be paid or unpaid, eligibility requirements, the accounting method which will be utilized to track additional leave, and the process employees must follow to request the leave. In addition, the proposal must include a financial model which sets forth
the projected cost of a paid leave benefit and how the additional cost will be financed.

Upon the proposal’s approval, the school, college, or department must draft a policy which includes the elements listed above and submit the policy to the campus Chancellor for approval.

Additional parental leave benefits may only be implemented upon the Chancellor’s approval of the school, college, or department policy. Additional school, college, or department benefits may be terminated at any time by the University for lack of funding, inability to sustain the program, or a change in leadership.