



**Campus Administrative Policy**

**Policy Title: Parental Leave for Twelve-Month Faculty and Staff**

Policy Number: 4001      Functional Area: Human Resources

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Effective: January 1, 2020  
Date Last Amended/Reviewed: December 18, 2019  
Date Scheduled for Review: July 1, 2027  
Supersedes: 4001, Parental Leave for Twelve-Month Faculty and Staff, July 1 & November 1, 2018 & 4002, Parental Leave, January 1, 2018

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Responsible Officer: Chief Human Resources Officer

Applies to: CU Anschutz Medical Campus  
CU Denver Campus

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**A. INTRODUCTION**

CU Denver Campus and CU nschutz Medical Campus employees are eligible for paid and unpaid parental leave in accordance with the University of Colorado System Administrative Policy Statement for Parental Leave for Faculty and Staff (APS 5019). This policy supplements APS 5019 by setting forth the categories of twelve-month faculty and staff that are eligible for paid parental leave and the provisions related to the use of paid parental leave for twelve-month faculty and staff.

**B. POLICY STATEMENT**

Pursuant to APS 5019, the University offers four weeks (160 hours) of paid parental leave to eligible twelve-month faculty and staff for the birth, adoption, or foster care placement of a child(ren). The purpose of parental leave is to allow parents additional flexibility and time to care for and bond with their (child)ren.

## **C. ELIGIBILITY**

Only twelve-month faculty, university staff and classified staff are eligible for paid parental leave. 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.

In addition, in order to be eligible for paid parental leave, twelve-month faculty, university staff and classified staff must meet the following criteria:

1. Have a regular appointment of 50% or greater.
2. Have been employed by the university for twelve consecutive months prior to the date of the birth, adoption, foster care placement or guardianship.
3. Meet the definition of Parent as set forth in APS 5019.<sup>1</sup>

## **D. LEAVE PROVISIONS**

1. Paid parental leave must be taken in a continuous block of hours from the date the employee chooses to implement their university-paid parental leave. Paid parental leave may not be taken intermittently.
2. Paid parental leave is calculated on the employee's base salary at the time the employee commences the leave. Incentive payments, bonus payments, and external compensation is excluded from the employee's salary calculation. Part-time employees' pay will be pro-rated based on the employee's FTE. Paid parental leave is subject to all applicable taxes and withholdings.
3. A multiple birth, adoption, or foster care placement (i.e. the birth of twins or adoption of siblings) does not increase the four weeks (160 hours) of paid leave.
4. Paid parental leave must be used within one year of the birth, adoption, or foster care placement of a child. Failure to use paid parental leave within one year will constitute a forfeiture of the leave.
5. Employees are only eligible for one period of paid parental leave in a rolling twelve-month period.
6. If both parents are employed by CU Denver Campus or CU Anschutz Medical Campus, they may take paid parental leave concurrently or at separate times.

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<sup>1</sup> APS 5019 defines "Parent" as a biological parent, domestic partner or new adoptive parent or guardian of a child or foster child, including an employee using a surrogate/gestational carrier.

7. Upon the exhaustion of paid parental leave, employees must use sick and, if necessary, vacation leave for the remainder of their leave period. In accordance with Regent Policy 11.E.3.d, vacation leave must be exhausted prior to being placed on leave without pay.
8. Employees who use parental leave for purposes other than to care for a newly born, adopted or foster care placed child may be subject to disciplinary action, up to and including termination.
9. An eligible employee shall, initially, verbally notify their supervisor of the need for paid parental leave and the timing and duration of the paid parental leave. If the need for paid parental leave is foreseeable, an eligible employee must give their supervisor at least 30 calendar days advance notice of the need for leave, if practicable. If the need for paid parental leave is not foreseeable, an eligible employee must give notice of the need for leave to the eligible employee's supervisor as soon as practicable. An eligible employee shall follow up the verbal request for paid parental leave in writing on an appropriate University leave request form. Failure to notify the University in a timely manner could affect eligibility.

**E. SYNOPSIS OF BENEFIT BY EMPLOYEE GROUP**

<b>Employee Group</b>	<b>Benefit</b>
12-month faculty	<p>Faculty positions that are eligible for FML benefits per the <a href="#">Employee Services Benefits Eligibility Matrix</a> published on their website.</p> <p>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.</p>
University Staff	<p>University staff positions that are eligible for FML benefits per the <a href="#">Employee Services Benefits Eligibility Matrix</a> published on their website.</p> <p>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,</p>

Employee Group	Benefit
	if requested and approved, intermittently.
Twelve-month faculty not identified as eligible per the above criteria	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.
9-month faculty	Refer to System APS 5019
Post-docs	Standard FMLA benefits apply

**Notes**

1. Dates of official enactment and amendments:

October 1, 2016: Adopted by Vice Chancellor for Administration and Finance  
 July 1, 2018: Approved by CU Denver and CU Anschutz Chancellors  
 November 1, 2018: Revised  
 January 23, 2019: Corrected  
 January 1, 2020: Revised

2. History:

July 1, 2018: Revised to reflect revision of APS 5019 to provide a paid leave component.  
 November 1, 2018: Revised in accordance with APS 5019 to include classified staff.  
 January 23, 2019: Format and administrative changes  
 January 1, 2020: This update includes clarification of eligibility for these benefits, identifying that through medical and Family Medical Leave eligibility as defined by the Employee Services benefits matrix as opposed to individual job codes which can change or be added to over time.

3. Initial Policy Effective Date: October 1, 2016

4. Cross References/Appendix:

- [APS 5019, Administrative Policy Statement for Parental Leave for Faculty and Staff](#)
- [Employee Services Benefits Eligibility Matrix](#)