



Parental Leave Agreement Form

Employee Name:	Employee ID:
Department:	Supervisor:

[Boulder Campus Parental Leave Policy](#)

Please note the anticipated date of birth/date of adoption/date of foster care placement:

Please describe below, in detail, your requested leave arrangement. Please include details regarding the length of your leave, any periods of block and/or intermittent leave or reduced work schedules, and details regarding your pay while on leave. Points for consideration:

- Employees are eligible for up to six (6) weeks of paid parental leave. No personal accruals are used during this time. Overall, employees can take up to 6 months of job protected parental leave using a combination of paid parental leave, sick and vacation leave, and short-term disability, if applicable.
- Employees who are pregnant may be eligible for short term disability insurance. Employees who are enrolled in short term disability may be able to receive 2-4 weeks of disability insurance payments without using any personal leave accruals. Employees should note that they may be subject to a waiting period before they can receive these benefits and will need to use their sick leave during that time. For additional information, employees can visit the [Benefits website](#).
- While the order in which an employee’s paid leave is used is ultimately up to the employee, HR recommends the following order of leave:

Employees who will utilize short term disability (STD) –

1. STD waiting period begins on date of birth and typically lasts 29-30 days. Employee uses sick leave through exhaustion, then paid parental and/or vacation leave to remain in a paid status during the waiting period.
2. Employee begins receiving STD benefits for 2 weeks (natural birth) or 4 weeks (cesarean section).
3. Employee uses remaining paid parental leave through exhaustion.
4. Employee uses vacation leave through exhaustion or return to work, or until they have 80 hours remaining and wish to reserve the remaining hours for future use.
5. Unpaid leave, if applicable.

Employees who will not utilize short term disability (STD) –

1. Use paid parental leave beginning on date of birth through exhaustion.
2. Use sick leave accruals through exhaustion or return to work.
3. Use vacation leave accruals through exhaustion or return to work.
4. Unpaid leave, if applicable.

Describe below, in detail, your requested leave arrangement (subject to supervisor/department approval).

Employees have the option to save up to a maximum of 80 hours of vacation leave for use upon their return from parental leave. This option is only available after the initial 12 weeks of leave has ended. If you choose to reserve any amount of vacation leave hours, you will be placed on an unpaid leave of absence. Please choose one of the following options:

I do not wish to save any of my vacation leave.

This is not applicable to me.

I will be reserving _____ hours of accrued vacation leave for use after I return to work and my supervisor's signature below approves this request.

Additional Information:

- During periods of paid leave, benefit deductions will be taken from your paycheck as normal. During periods of unpaid leave, CU will continue to pay its share. Employees should contact Employee Services at 303-860-4200 to arrange payment of employee's benefits premium contribution.
- This form will be stored within the department as well as with the FMLA Administrator. **Your signature and the signature of your supervisor below indicates that the time reported on your MyLeave calendar will be correct and up to date through the first day of your leave. You agree not to edit your MyLeave calendar starting from today and earlier after this request has been signed.**

Employee Signature

Date

Supervisor Signature

Date