

CU BOULDER CAMPUS PROCEDURES

Topic: Paid Parental Leave

I. Staff and Twelve Month Faculty

A. Salary calculation

- a. The paid parental leave is calculated on the base salary only
- b. The paid parental leave is based and benefit is prorated on the employee's percent of time in HCM

B. Roles and Responsibilities

a. The employee is responsible for:

- i. Notifying Human Resources to begin FMLA eligibility review and process.
- ii. Returning all FMLA paperwork and reporting leave. FMLA paperwork must be completed to utilize the paid parental leave.
- iii. Tracking time with the appropriate leave codes:
 1. PPL – Paid Parental Leave
 2. FMLA – Family Medical Leave (deducts for sick leave balance)
 3. SCK – Sick Leave
 4. VAC – Vacation Leave
 5. DK1 – Unpaid Other Current Month
- iv. Once leave is exhausted, there is no need to enter time unless the leave is being taken intermittently and then the DK1 code can be used.
- v. Notifying supervisor of anticipated due date and intent to utilize paid parental leave and if eligible, unpaid parental leave

b. The supervisor is responsible for:

- i. Determining alternative leave schedule, if necessary
- ii. Ensuring and approving accurate time entry
- iii. Communicating any updates in the employee's appointment to the FMLA administrator

c. Human Resources (or department in conjunction with Human Resources) is responsible for:

- i. For consecutive leave, changing HCM Job Data to reflect:

Duration	Job Action Code	Job Action Reason Code	Duration Example (will change based on leave balances)
For paid leave	PLA	PRL	6 weeks
For paid leave	PLA	FML	6 weeks
For paid leave	PLA	PRL	6 weeks
For unpaid leave	LOA	PRL	6 weeks

- ii. For intermittent leave, there is no need to change HCM Job Data

d. The department is responsible for:

- i. Paying the parental leave with the same fund or funds that normally pays the employee's salary, including federal grants
- ii. Paying the incremental costs due to hiring a temporary replacement
- iii. Reaching out to the appropriate Vice Chancellor's office if a financial burden is created

II. Tenured/ Tenure Track Faculty

- A. Once the Office of Faculty Affairs has approved such a leave, the request will be forwarded to the Vice Provost for Budget and Planning. The Vice Provost will maintain a fund to cover teaching replacement costs at normal load and cost levels for such leaves and, as long as funding is still available, will transfer the funds to the appropriate unit. Funding will be calculated on the lesser of the teaching load of the faculty member during the equivalent semester during the prior year or the planned teaching load of the semester in which the leave is taken; that is, if leave were requested for Fall 2008, replacement costs would be calculated on either the planned load for Fall 2008 or the faculty member's stipulated load for Fall 2007, whichever is less.
- B. Tenured and tenure-track faculty in the University Libraries are on 12 month appointments. When they have an approved parental leave, they receive an automatic tenure-clock stoppage (if applicable), and they receive six months of paid leave (in parallel to sabbatical leaves). Since there is no teaching lost on these leaves, there is no replacement funding provided by the provost's office.

III. Other Nine Month Faculty

- A. The Deans offices, working with Office of Faculty Affairs, manage leave and teaching replacement for other nine-month faculty members.