**University of Colorado Boulder Policy**

Topic: Paid Parental Leave

Original Revised \_\_X\_

Approved by:

Philip P. DiStefano

Chancellor

Policy Contact (s): Associate Vice Chancellor and CHRO and Associate Vice Chancellor for Faculty Affairs

Effective Date: November 1, 2018

# Purpose

This policy is adopted as additive to APS 5019, Parental Leave for Faculty and Staff.

**II. Policy Statement**

In order to improve the recruitment and retention of faculty and staff, Boulder campus will extend the paid parental leave provided in APS 5019.

The benefit received will be based on the employee’s employment classification on the date of birth, adoption or placement in foster care.

1. **University and Classified Staff**
2. In addition to the six months of unpaid parental leave, the Boulder campus will provide 240 hours of paid parental, prorated for percent of time if appointment is less than 100%, to eligible employees. Staff may also use sick and vacation accruals.
3. If an employee terminates from the university within 30 days of completing parental leave, the university reserves the right to collect the amount provided under the university paid parental leave program.
4. For employees experiencing a birth, adoption or foster care placement that occurred between January 1, 2018 and June 30, 2018, and has not exhausted the full six months of unpaid parental leave, the employee will be eligible for the 240 hours of paid parental leave. The amount of paid leave is capped by the six months entitlement within the twelve month deadline.
   1. There will be no retroactive payment for parental leave taken prior to July 1, 2018.
   2. The structure of the leave, block or intermittent, is based on supervisor discretion.
   3. Section II.A.3 will be removed from policy on July 1, 2019.
5. All other terms and conditions for eligibility, definitions, and usage of the APS 5019 remain unchanged.
6. Human Resources manages leave for this population.
7. **Twelve Month Non-Tenure/Tenure Track Faculty (Research Professors, Research Associates, PRA’s and Post-Doctoral Associates)**
8. In addition to the six months of unpaid leave, the Boulder campus will provide 240 hours of paid parental, prorated for percent of time if appointment is less than 100%, to eligible employees. Twelve month faculty may also use sick and vacation leave accruals.
9. If an employee terminates from the university within 30 days of completing parental leave, the university reserves the right to collect the amount provided under the university paid parental leave program.
10. For employees experiencing a birth, adoption or foster care placement that occurred between January 1, 2018 and June 30, 2018, and has not exhausted the full six months of unpaid parental leave, the employee will be eligible for the 240 hours of paid parental leave. The amount of paid leave is capped by the six months entitlement within the twelve month deadline.
    1. There will be no retroactive payment for parental leave taken prior to July 1, 2018.
    2. The structure of the leave, block or intermittent, is based on supervisor discretion.
    3. Section II.B.3 will be removed from policy on July 1, 2019
11. This policy does not apply to post-doctoral fellows on externally funded fellowships.
12. All other terms and conditions for eligibility, definitions, and usage of the APS 5019 remain unchanged.
13. Human Resources manages leave for this population.
14. **Other Nine-Month Faculty (Instructors, Senior Instructors, Teaching Professors, Scholars in Residence, Artists in Residence and Clinical Faculty)**
15. Non-Tenure Track Nine-Month Faculty receive 18 weeks of parental leave.
    1. The Boulder campus will provide the first six weeks of paid parental, prorated for percent of time if appointment is less than 100%, to eligible employees.
    2. Employee will use accrued sick leave following paid parental leave.
    3. If the faculty member exhausts all paid parental leave and sick leave before the end of an eighteen week period, the faculty member may continue the leave for the remainder of the period at 50% pay with full benefits.
16. This policy does not apply to Lecturers or any other job classification not listed above.
17. All other terms and conditions for eligibility, definitions, and usage of the APS 5019 remain unchanged.
18. The Deans offices, working with Office of Faculty Affairs, manage leave and teaching replacement for other nine-month faculty members.
19. **Tenure/Tenure Track Faculty**

### Tenure and Tenure Track Faculty receive 18 weeks of parental leave at full pay (Library faculty receive six months of parental leave at full pay).

1. Parental Leave: Any tenured or tenure track faculty member who is the primary care giver for a child may request within twelve months of the birth or adoption of a child up to a maximum of one semester leave at full pay; this one semester maximum includes all leave associated with the birth or adoption of the child. Primary caregiver is defined as follows: a faculty member who assumes significant and sustained responsibility for a newborn or newly-adopted child, as a single parent, or where there are two parents, in at least equal proportion to their spouse/partner/co-parent. All requests for tenure-clock stoppage under the policy must be contigent upon the faculty member affirming that they will conform to this definition. [[1]](#footnote-1)

Such faculty members should keep in mind the System policy on such leaves: One purpose of this policy is to minimize the disruption of students’ education that occurs when faculty leave their classes in mid-semester and must be replaced by another instructor. Thus, it is the intention of this policy that nine-month faculty selecting the standard parental leave or the negotiated parental leave will employ the provisions of this policy to minimize the disruption of student learning by arranging parental leaves, when possible, to coincide with the semester calendar (or appropriate teaching module in effect in the unit).

1. Faculty Affairs manages leave and teaching replacements.

1. The Office of Faculty Affairs encourages chairs and deans to allow tenure-track faculty members who assume exceptional caregiving responsibilities to apply for modification in workload for up to one semester in the term immediately preceding or following parental leave. [↑](#footnote-ref-1)