



UCCS CAMPUS POLICY

Policy Title: Parental Leave for Faculty and Staff

Policy Number: 300-023

Policy Functional Area: HUMAN RESOURCES

Effective: November 1, 2018
Approved by: Venkat Reddy, Chancellor
Responsible Vice Chancellor: Vice Chancellor of Administration and Finance
Office of Primary Responsibility: Human Resources
Policy Primary Contact: Chief Human Resource Officer, 719-255-3372
Supersedes: N/A
Last Reviewed/Updated: October 11, 2018
Applies to: 12-month Faculty, University and Classified Staff
Reason for Policy: To establish further guidance on the use of paid parental leave on campus.

I. INTRODUCTION

The University of Colorado System Administrative Policy Statement for *Parental Leave for Faculty and Staff* (APS 5019) outlines paid and unpaid leave benefits, allowing campuses to adopt written policies to further clarifying implementation.

II. POLICY STATEMENT

A. Purpose:

All guidance provided in APS 5019 applies to UCCS employees. The following procedures clarify details specific to UCCS.

B. Procedures:

1. The paid parental leave program is effective for eligible employees (12-month faculty, university and classified staff) of children born, adopted or placed into foster care on or after January 1, 2018.
2. Eligible employees may use 160-hours of paid parental leave, in 40-hour increments, during the first year of the child's birth, adoption or placement into foster care. The 160-hours is prorated for percent of time if appointment is less than 100%. The use must be coordinated with the employee's supervisor, registered with the HR FMLA Coordinator and recorded in

the leave accounting tool. HR will insure that the time is coded as paid time-off; the department will not be responsible for the cost of the 160-hours.

3. The 160-hours of paid parental leave may only be used once in a twelve month period, for employees eligible for FML, regardless of multiple births, adoptions or foster placements.
4. Employees using this policy for placement of foster children must contact HR for further guidance.
5. There will be no retroactive payment or reinstatement of vacation leave used prior to July 1, 2018.
6. Unpaid parental leave must be requested via HR following approval from the employee's supervisory chain through the first AVC/Dean or VC. In accordance with Regent Policy 11E, university staff and 12-month faculty must exhaust all vacation leave before leave without pay can be requested. Classified Staff must exhaust all appropriate leave before leave without pay can be requested in accordance with State Board Rule 5-2.
7. Responsibility
 - a. The Human Resources Department is responsible for providing guidance and direction in implementing the provisions of this policy.
 - b. All supervisors and employees are responsible for reviewing and adhering to this policy.

III. KEY WORDS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
 - [APS 5019: Parental Leave for Faculty and Staff](#)
 - [Family Medical Leave Act](#)
- B. Procedures
- C. Forms
 - [Family Medical Leave Request](#)
 - [Request for Unpaid Leave](#)
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	July 1, 2018
Reviewed & revised	October 11, 2018