

Leave Guidance

If you need to take leave, please follow the flowchart below to determine what type of leave should be used, who needs to approve the leave, and how it is processed. Please see Families First Coronavirus Response Act (FFCRA) information on CU HR's website for more in-depth information on the Emergency Paid Sick Leave, Childcare Leave, and Administrative Leave.

Campus HR Guidance: https://www.colorado.edu/hr/covid19/hr-processes#leave_timekeeping_amp_payroll-759

	Types of Leave	Who does it apply to?	Effective Date
1,2	Vacation/Regular Sick Leave	Any employee who already has vacation/regular sick hours accrued	N/A
3	Emergency Paid Sick Leave	Graduate Research Assistants, Working Retirees, Temp. Researchers, Visiting Researchers, University Staff Temps, PRAs, Research Associates, University Staff, Post Docs, Student Assistants**	4/1/20-12/31/20*
4	Childcare Leave	Graduate Research Assistants, Working Retirees, Temp. Researchers, Visiting Researchers, University Staff Temps, PRAs, Research Associates, University Staff, Post Docs, Student Assistants**	4/1/20-12/31/20*
5	Administrative Leave	Temp Researchers, Visiting Researchers, University Staff Temps, PRAs, Research Associates, University Staff, Post Docs, Student Assistants	4/1/20-5/16/20

^{*}End date may be earlier if appointment is naturally scheduled to end prior to 12/31/20. For example, spring semester appointments scheduled to end on 5/16/20 will no longer be eligible for federal leave after that date.

Leave Flowchart 5 1 I am unable to work I need to · I am subject to a I am unable to complete job I am out Federal, State, or local onsite or telework (with take duties at a remote location because I quarantine or isolation approval of HR) because personal due to any of the following: am ill for time off not order related to COVID-I am caring for a any reason My job duties (partially or dependent whose related to other than fully) are not conducive for I have been advised by school or place of care is illness or COVID-19 remote working; COVID-19 a health care provider to closed, or child care illness I do not have access to self-quarantine because provider is unavailable, concerns due to COVID-19 of COVID-19; laptops, home internet, etc; precautions - I am a new employee - I am caring for an whose onboarding or individual subject or I will enter I will enter training can't be finalized advised to quarantine or vacation regular sick Eligible for Childcare remotely; or isolation; or hours on my hours on Leave immediately (up I have an underlying - I am experiencing timesheet to 80 hours) + FML mv medical condition with substantially similar timesheet benefit after 30 days of COVID-19 symptoms updated (within the last 30 employment. days) medical Reviewed on a case-bydocumentation (typically Approved by Approved by case basis. applies to critical services Eligible for Emergency Supervisor Supervisor Must submit Leave **Paid Sick Leave** employees) through through Request Form to CIRES immediately (up to 80 normal normal HR hours) timesheet timesheet Must submit Leave approval approval **Administrative Leave Request Form to CIRES** currently available to Form to be signed by HReligible employees employee and supervisor – forward through May 16, 2020. to CIRES HR Eligibility reviewed on a Form to be signed by case-by-case basis. employee and Must submit Leave supervisor – forward FINAL APPROVAL: Request Form to CIRES HR to CIRES HR Requests will be forwarded by CIRES HR to CU Central FINAL APPROVAL: FMLA team Form to be signed Form will be by employee and forwarded by CIRES HR supervisor to CIRES Director forward to CIRES Notes: HR To receive Childcare Leave, CU HR will guide *** Note: The 80 hours for either Emergency Leave or Childcare leave you through the FMLA FINAL APPROVAL: is a one-time allotment, and cannot be granted more than once to application process Form will be forwarded same employee. Full-time employees are entitled to 80 hours of such - Eligible Employee (for to CIRES Director and leave, while part-time employees are entitled to pro-rated amount. FML benefit) is any fullthen Associate Vice time or part-time If 80 hours (or pro-rated amount) of Emergency Sick Leave are Chancellor for Research

exhausted, and employee is still sick/caretaking, employee must begin

using accrued leave in the order of 1. Sick 2. Vacation 3. Admin Leave

employee who has been on

the employer's payroll for

30 calendar days

& Innovation

^{**} If paid hourly on a biweekly basis, must be continuously active – specifically Working Retirees, Temp. Researchers, Student Assistants & Univ. Staff Temps