



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.

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

Leave Flowchart

