

- C. "Bereavement Leave" for benefited faculty and benefited staff following the death of a covered Family Member;
- D. "Parental Leave" for benefited faculty and benefited staff caring for a child during the first year after the birth, adoption, or foster care placement of that child;
- E. Healthy Families and Workplaces Act leave for all employees and student workers who work

Leave (Section E).

3. Full-time staff accrue paid Sick Leave at the rate of 12 days per year or one (1) day per month up to a maximum of 130 days. Sick Leave accrues on a prorated basis for those employees who work full-time. Exempt employees continue to accrue Sick Leave when the employee is on vacation, taking Sick Leave, or other approved leaves of absence. Non-exempt employees accrue Sick Leave based on all hours worked, including overtime.
4. An eligible employee who transfers from one department to another will retain accrued paid Sick Leave unless the employee's new position is not eligible for accrued Sick Leave benefits.
5. To request Sick Leave, an eligible employee must communicate the request to their supervisor. The request may be made orally, in writing, electronically, or by any other means acceptable to their supervisor. When practicable, the employee shall include the expected duration of the absence. If the use of paid Sick Leave is foreseeable, the employee should provide as much notice as possible to their supervisor. The University may require documentation for Sick Leave absences of four (4) or more consecutive days during which the employee is scheduled to work. The University also may require the employee to provide documentation that they can return to work.
6. Employees are allowed to use Sick Leave in one (1)-hour increments and Sick Leave will be paid at the employee's normal hourly rate unless otherwise provided in this Policy.
7. Upon termination of employment, the University will not compensate employees for accrued but unused paid Sick Leave.
8. Sick Leave that is used for any of the HFWA Reasons

not increase the

provide written notice as soon as they are aware of the need for leave. If an employee/student worker requests the leave in connection with a planned, non-emergency medical treatment, the University may require the employee/student worker to reschedule the treatment so as to minimize disruption of the University's operations.

- b.** To facilitate the unit's ability to meet operational needs during an employee's/student worker's absence, employees/student workers on FAML I Leave should provide Human Resources ("HRIC") with periodic updates regarding their intent to return to work.

8. Coordination with Other Leave.

- a.** Employees taking FAML I Leave are not required to use accrued Vacation Leave or Sick Leave while taking FAML I Leave

leave. Before permitting an employee/student worker to return to work after FAMILI Leave, the University also may require the employee/student worker to provide medical certification of their ability to return to work. HRIC will provide written information to the employee/student worker regarding the deadlines, the required information to include, and any other requirements.

G. FMLA Leave

1. FMLA is the Family and Medical Leave Act. Federal law requires FMLA leave to be provided by covered employers such as the University to eligible employees/student workers. FMLA leave is unpaid leave that provides job-protected time off of work

requirements are described below. The University will post such written notice about FLMA Leave as required by law.

7. Coordination with Other Leave.

- a.** If FMLA Leave is taken for a reason that also qualifies for FAMLI Leave, such leaves will run concurrently.
- b.** If FMLA Leave is taken for a reason that also qualifies for Parental Leave, such leaves will run concurrently.
- c.** Except where prohibited by FAMLI, and consistent with the FMLA, the University requires employees to use accrued paid leave (e.g.,

comply with the same requirements as set forth above for FMLA Leave regarding: (a) coordination with other leave; (b) notice; and (c) if applicable, medical certification. Faculty and professional staff applying for non-medical Discretionary Leave must submit written requests for such leave at least four (4) months in advance.

4. The University reserves the right to deny reinstatement of any employee who takes Discretionary Leave except as prohibited by law. If an employee's original position cannot be held open during a leave of absence, the University will make reasonable efforts to place the employee in a position of similar status and salary.

IV. DEFINITIONS

A. "Family Member" means:

- (a) Regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or a person to whom the employee stood in loco parentis when the person was a minor;
- (b) A biological, adoptive or foster parent, stepparent or legal guardian of an employee or employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child;
- (c) A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee;
- (d) A grandparent, grandchild or sibling (whether a biological, foster, adoptive or step relationship) of the employee or employee's

Revision Effective Date	Purpose
<i>9/8/2022</i>	<i>Policy updated to align with practice</i>
<i>1/1/2024</i>	<i>Policy updated to align with Colorado FAMILI Act (and to clarify coordination of benefits)</i>