

with pay to faculty, unless otherwise required to do so as HFWA Leave (Section E).

3. Full-time staff, and faculty members in the Library Professorial Series, 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 L
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

- categories above;
- v. needs to grieve, attend funeral or memorial services, or deal with financial and legal matters related to the death of a Family Member;
 - vi. needs to care for a Family Member whose school or place of care has been closed because of inclement weather, loss of power, heating, or water, or another unexpected event; or
 - vii. residence because of inclement weather, loss of power, heating, or water, or another unexpected event.

b. The employee, the student worker, or the

based on their normal hours worked up to a maximum of a 40-hour work week.

6. Faculty, Graduate Teaching Assistants (GTA), Graduate Service Assistants (GSA), and Graduate Research Assistants (GRA), and adjunct faculty will accrue four (4) hours of HFWA leave each calendar month, up to a maximum of 48 hours per year.
 7. Employees and student workers are not permitted to accrue or use more than 48 hours of HFWA Leave per year.
 8. Except in an emergency, an employee or student worker seeking to use HFWA Leave must give advance notice to their supervisor. If the absence is foreseeable, the employee or student worker must provide at least five (5)
 9. If an employee or student worker takes HFWA Leave for more than four (4) consecutive days during which the employee or student worker is scheduled to work, the employee or student worker may be required to provide reasonable documentation that the HFWA leave was for a qualifying purpose.
 10. Upon termination of employment, unused HFWA Leave will not be paid out to the employee or student worker. However, if an employee or student worker is rehired within six (6) months and remains subject to this Policy, the prior HFWA Leave balance will be reinstated.
 11. The University may not take retaliatory personnel action or discriminate against an employee or student worker requesting or using HFWA leave.
- F. FAMLI Leave (for Colorado employees and student workers)**³
1. FAMLI is the Family and Medical Leave Insurance program required by the state of Colorado. FAMLI leave is partially paid leave. It is

4. Covered employees/student workers are entitled to up to 12 weeks of paid family and medical leave per year. Employees/student workers with serious health conditions caused by pregnancy complications or childbirth complications may be entitled to up to four (4) more weeks of paid leave for a total of 16 weeks. FAMLI may be taken continuously, intermittently, or in the form of a reduced work schedule.
5. The wage replacement benefits under FAMLI are calculated using the /student worker s average weekly wage, which is calculated as one-thirteenth of the wages paid during the quarter in which the total wages were the highest, from either the last four (4) completed calendar quarters or the first four (4) of the last five (5) completed calendar quarters.

The wage replacement benefits are calculated as:

- a. the portion of the average weekly wage that is equal to or less than 50% of the state average weekly wage will be replaced at a rate of 90%; and
- b. the portion of the average weekly wage that is more than 50% of the state average weekly wage will be replaced at a rate of 50%.

The te of 50%.

4. An eligible employee/student worker who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 work weeks of FMLA leave in a single 12-month period to care for the servicemember.
5. When it is medically necessary or otherwise permitted, an employee or student worker may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week.
6. The University may require employees/student workers seeking to take FMLA leave to satisfy other requirements that are imposed by law or that may be imposed by the University. Some (but not all) of those 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., vacation, sick) while taking FMLA Leave. If an employee exhausts available paid leave, the remainder of the FMLA Leave period will be unpaid.
8. Notice of FMLA Leave
 - a. Except where the event

to their documented anticipated return to work date.

University. Except as otherwise required by law, the University is not required to grant Discretionary Leave in any particular case, and the University will consider a request (but will not be obligated to grant it) if, in the sole judgment of the supervisor and the departmental manager, the employee's past performance is sufficiently satisfactory and the the operations.

2. The Departmental Manager is authorized to grant periods of Discretionary Leave not to exceed one year in duration. Discretionary Leave may be either with or without pay.
3. To be considered for Discretionary Leave, an eligible employee must

- A. [Leaves of Absence](#)
- B. Colorado Workplace Public Health Rights Poster: [Paid Leave, Whistleblowing, & Protective Equipment](#)
- C. [Program Notice](#) [FAMLI](#)
- D. [Employee Rights Under the Family and Medical Leave Act](#) [Your](#)

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 FAMLI Act (and to clarify coordination of benefits)</i>
<i>9/__/2024</i>	<i>Interim Policy updated and finalized</i>