

CU FAMLI Leave

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CU FAMLI Leave

FAMLI is an acronym for
Family And Medical Leave Insurance

CU FAMLI Leave

- What is it?
- Who is eligible to use FAMLI leave?
- When is an employee eligible to use FAMLI?
- What are the reasons to use FAMLI leave?
- How does one apply for FAMLI leave?
- How much does FAMLI leave pay?
- Process for applying for FAMLI Leave
- Specific example of FAMLI Leave usage and pay
- Information on other leave – Family Medical Leave and Parental Leave
- Links to CU FAMLI Leave Information
- Additional Resources



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What is FAMLI?

- Colorado FAMLI ensures Colorado workers have access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs.
- Colorado voters passed Proposition 118 in November 2020, approving the creation of the Family and Medical Leave Insurance Program.
- This program provides Colorado workers with a portion of their weekly salary for up to 12 weeks per year to care for themselves or their families, with an additional four weeks leave for pregnancy or childbirth complications.
- **Both the employer and the employee fund the program.** Premiums are set to 0.9% of the employee's wages, with 0.45% of the premium paid by the employer and 0.45% of the premium paid by the employee. This premium is an after-tax deduction from your paycheck.

FAMLI is for Colorado Workers

The FAMLI program ensures Colorado workers have access to paid leave when life circumstances force them to choose between earning a paycheck or taking care of themselves or their family.

Eligible employees may receive up to twelve weeks of leave. Those who experience pregnancy or childbirth complications may receive up to an additional four weeks.

FAMLI Leave benefits are available for twelve weeks per year, beginning the first day of your approved leave.



Please note - employees who live and work outside the state of Colorado are not eligible for CU FAMLI, however, their state may have applicable paid leave laws for which they are eligible.

Out-of-state employees do not pay the premium deduction for the state of Colorado and must use their state's family medical leave policies, if applicable.

All requests for other state-paid leave should be made directly to that state.



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Who is Eligible?

CU employees who *live in Colorado* are eligible for CU FAMLI. This includes:

- Faculty
- Staff (University Staff and Research Faculty)
- Student Employees
- Graduate Students on Appointment (GRAs)



When is an employee able to use FAMLI?

- All eligible employees are eligible for CU FAMLI salary benefit on the first day of employment;
- Receive CU FAMLI job protection after 180 days of employment;
- Are allowed 12 weeks of partial wage replacement through CU FAMLI every 12month period.



Eligible leave reasons

- **Parental leave** - caring for a new child during the first year after the birth, adoption, or foster care placement of that child
- **Medical leave to care for yourself** during your own serious health condition
- **Medical leave to care for a family member** with a serious health condition
- **Military family members (exigency) leave** - making arrangements for a family member's military deployment
- **Safe leave (domestic violence)** - obtaining safe housing, care, and/or legal assistance in response to intimate partner violence, stalking, sexual assault, or sexual abuse

How can I apply for CU FAMLI Leave?

To apply for CU FAMLI Leave, employees must complete a leave request through the Employee Self-Service (ESS) portal and provide all required documentation. Once the application is received, Employee Services will process the application, notify the employee of approval status and guide them through the entire process.

Access to ESS for FAMLI leave requests is located in the employee portal.

1. Login to Employee Portal at my.cu.edu.
2. Select **Forms** the **CU Resources Home** dropdown menu.
3. Select the **Collaborative HR Services** tile.
4. Select the **CU Leave Benefits** tile.
5. Select the **Leave Self-Service** tile.



Important considerations when applying for CU FAMLI leave

- FAMLI payments made to employees by CU are ***exempt from all retirement plan contributions, mandatory and voluntary***. Any paid parental leave, sick and vacation leave used to supplement FAMLI will be subject to normal retirement contributions.
- Employees receiving FAMLI payments can anticipate up to a 5% variance in gross pay, and their net pay may be higher or lower than previous months. Several factors may cause fluctuations including:
 - Retirement contributions are not taken out of the FAMLI portion of employee wages.
 - The FAMLI wage replacement benefit calculation requires rounding of decimals to pay employees on their paycheck. This rounding may impact actual dollars paid.
 - An employee did not have any or enough supplemental paid leave entered, and their check only reflects their FAMLI benefit amount.



CU's Employee Self Service Portal (ESS)

- The employee self-service (ESS) tool allows employees using Family and Medical Leave Insurance (FAMLI), FMLA and Parental Leave to apply for and manage their leave.
- The university's new ESS portal allows employees to request leave on a variety of schedules, from consecutive blocks of leave to intermittent leave to a reduced work schedule. It also empowers employees and their supervisors to see the status of submitted requests, view or submit supporting documents or update the details of their leave.
- Supervisors, managers and designated HR contacts from your department will also have access to the ESS portal which will allow them to submit and review leave requests on behalf of employees, see approval status, run reports and more. *Supervisors, managers and designated HR contacts will not have access to an employee's confidential medical information.*



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CU's Employee Self Service Portal (ESS), Cont.

- The Employee Services Leave Team will use the information entered in the ESS to track the employee's leave against the applicable job protection entitlements (i.e., FMLA, FAMLI, parental leave, etc.), calculate the FAMLI paid portion, dock regular pay and pay the FAMLI portion from the FAMLI SpeedType.
- **Employees or their designee** will enter the supplemental time (paid parental leave, sick, vacation, etc.) where they normally enter or report time using correct supplemental leave earnings codes (PPF, PLS, PLV, etc.). If no supplemental time is reported, the employee will not be paid to supplement FAMLI. The supplemental hourly amount can be found at the bottom of page one of the employee's leave plan and should be recorded for every hour reported in the Leave Usage Report.



How does FAMLI Leave pay?

The payment calculations for the weekly CU FAMLI benefits are dependent on the employee's current wages.

CU FAMLI pays **up to \$1,100 a week** to eligible employees on approved leave.

Weekly Wage	Weekly Benefit	Maximum Annual Benefit	Percent of Weekly Wage
\$500	\$450	\$5,400	90%
\$1,000	\$768	\$9,216	77%
\$1,500	\$1,018	\$12,216	68%
\$2,000	\$1,100	\$13,200	55%
\$3,000+	\$1,100	\$13,200	37%

Calculating FAMLI Leave wages paid to employee

- CU uses calculators to assist payroll liaisons and Human Resources contacts with estimating FAMLI supplemental leave amounts for employees.
- CU FAMLI offers a percentage of an employee's full wages, based on their average weekly wage rate over the past 4 of 5 quarters worked at CU, while they are on FAMLI leave.
- The employee may supplement their FAMLI benefit with other CU leave types (sick, vacation, paid parental leave, comp time, etc.) to compensate up to the employee's current full wages.



- These calculators produce estimates of FAMLI wage replacement benefits and FAMLI supplemental leave amounts based on the employee's current pay rate in job data. *The employee's actual benefit and supplemental leave amount may be more or less than what is shown on the calculator because it is based on average wages over the past 4 of 5 quarters worked at CU.*
- These calculators are meant to assist payroll liaisons and Human Resources contacts and employees with planning out an employee's leave schedule and pay while on leave. The employee will be provided their Leave Plan with actual FAMLI supplemental leave amounts when working with their Employee Services Leave Coordinator at the time that they request leave.
- The maximum amount of weekly FAMLI wage replacement benefits that can be provided to an employee is \$1,100.



- An employee with an annual salary of \$75,000.00 which breaks down to a weekly wage of \$1,442.40 and an hourly wage of \$36.06

CU FAMLI Monthly Hourly and Salary Supplementary Leave Estimator

Instructions: In the orange shaded cells (F2, F3, F5), enter the employee's annualized hourly rate of pay, full-time equivalency (FTE) and number of hours of paid family leave used per week. The employee's normal weekly wage and estimated wage replacement will be displayed in the green shaded cells (F4, F6 through F11).

If the employee's wages will be reduced, the hours of accrued leave that may be used to supplement their wage replacement benefit is shown in the bottom green shaded cell.

Note: If the employee has multiple university appointments, the normal weekly wage and supplementary leaves hours must be calculated for each job from which the employee will be taking leave.

*Eligible employees continue to earn accrued leave (such as sick or vacation) while using CU FAMLI benefits, based on their FTE in Job Data.

ENTER Employee Hourly Rate of Pay (Found under Compensation tab in Job Data)	\$36.06
ENTER Employee FTE (Found under Job Information tab in Job Data)	1.00
Average Weekly Wage	\$1,442.40
ENTER Hours of CU FAMLI Leave Used per Week (cannot exceed employee standard hours/week)	40.00
Wages Reduced for Paid Family Leave	-\$1,442.40
Wages Replaced at 90%	\$639.52
+ Wages Replaced at 50%	\$365.91
Total FAMLI Weekly Benefit	\$1,005.43
Difference from Average Weekly Wage	\$436.97
Leave Supplement Hours per Week	12.12

This calculation is for estimation purposes only.

Reporting FAMLI Leave Taken

- The Leave Team will track your consecutive leave usage according to your approved designation notice. The Leave Team will also track other leave, such as Family Medical Leave or Parental Leave that runs concurrently with FAMLI.
- Your requested and/or approved consecutive leave dates can be reviewed in the self-service portal at any time. *If you need to change your continuous leave dates, please contact your case manager at leave@cu.edu.*
- You are required to report your FAMLI supplemental leave (vacation and sick leave) in MyLeave. Please contact CIRESHR should you need assistance with reporting your supplemental leave in MyLeave.



Process for Employee to use FAMLI Leave

1. Employee applies for FAMLI leave on the Employee Self Service portal. On Employee Portal go to CU Resources Home, Forms, Collaborative HR Services, CU Leave Benefits, Leave Self-Service, Request New Case
2. Once an employee applies for FAMLI leave on the Employee Self Service portal, they will receive an email from Employee Services Leave Team with instructions and forms to complete. The forms to be completed will include the Certification of Health Care Provider for doctor and the FAMLI Supplemental Paid Leave Request form; the email will have a date the forms must be completed by. Please note the employee's supervisor and myself will be cc'd on this email so that we are aware of leave request.



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Process for Employee to use FAMLI Leave, Cont.

3. Employee completes the FAMLI Supplemental Paid Leave Request form with dates of leave (either block leave, intermittent leave, or reduced hours) and submits completed form to Leave@cu.edu.
4. Once Employee Services Leave Team receives all documentation required, (Dr certification, FAMLI Supplemental Paid Leave Request form, etc.), they will send out Leave of Absence Notice of Designation of Approval. Again, the employee's supervisor and myself will be cc'd on email. This email will spell out what type of leave is being taken with expected dates of leave.
5. Once employee starts the FAMLI Leave, the employee will log the FAMLI supplemental paid leave in MyLeave.

Example of MyLeave timesheet while on FAMLI Leave

- For this example, I am using a 100% fte position with an annual salary of \$75,000, which breaks down to a weekly wage of \$1,442.40 and, according to the FAMLI Leave calculator, employee would receive \$1,005.43 in FAMLI wages and would have to use 12.12 hours of leave each week, a total of 145.44 hours of leave, so they receive a full paycheck of approximately \$1,442.40 each week.
- Employee uses FAMLI Leave for their own serious medical condition and requests a leave of absence of 12 weeks for time period of 7/1/2024 through 9/22/2024. Employee starts leave on 7/1/2024 and ends leave on 9/22/2024.
- Employee would mark timesheet in MyLeave with 12.12 hours of leave each week starting on 7/1/2024. For the twelve weeks of leave, employee could make one entry in MyLeave for the 12.12 hours each week.

Example of FAMLI Supplemental Leave entry in MyLeave

Add/Edit Event

*From Date: 07/01/2024 31 *Time: 08 : 00

*To Date: 09/22/2024 31 *Time: 16 : 30

Include Lunch

Amount: 145.400 Details

*Reporting To: [Redacted]

*Earnings Code: *Paid Family Leave - Sick

*Status: Mark as Taken

Description: [Empty text area]

SpeedType: [Empty text box]

Save Delete Close

Please note this can be confusing for some, so please reach out to me for help.



Example of Pay while on FAMLI Leave

- Again, for this example, I am using a 100% fte position with an annual salary of \$75,000, which breaks down to a weekly wage of \$1,442.40 and, according to the FAMLI Leave calculator, employee would receive \$1,005.43 in FAMLI wages and would have to use 12.12 hours of leave each week, so they receive a full paycheck of approximately \$1,442.40 each week. The employee's regular monthly salary is \$6,250.00
- Employee uses FAMLI Leave for their own serious medical condition and requests a leave of absence of 12 weeks for time period 7/1/2024 through 9/22/2024.
- Employee starts leave on 7/1/2024 and ends leave on 9/22/2024. Employee marks timesheet in MyLeave with 12.12 hours of leave each week starting on 7/1/2024 and ending on 9/22/2024



Example of Pay while on FAMLI Leave, Cont.

- Since leave is paid in arrears, July's paycheck would be for the regular monthly pay - \$6,250.00; this salary would be charged against the employee's position's speedtype(s).
- August's paycheck would be the FAMLI Leave used in July and would come to \$6,631.72 which you can see is more than the regular monthly pay due to how FAMLI leave is calculated with a weekly amount versus a monthly amount. Of the \$6,631.72 salary, \$4,624.98 would be paid from CU benefit pooled funds, speedtype 502600295 and the remaining \$2,006.74 would be charged against the employee's position's funding speedtype(s).
- September's paycheck would be the FAMLI Leave used in August and would come to \$6,343.72 which is still a little more than the monthly regular pay. Of the \$6,343.72, \$4,423.89 would be paid from CU benefit pooled funds, speedtype 52600295, and \$1,919.83 would be paid from employee's position's funding speedtype(s).



Example of Pay while on FAMLI Leave, Cont.

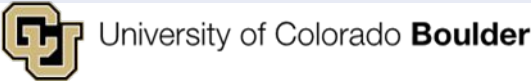
- October's paycheck would be for the remaining FAMLI leave used in September (through September 22nd) and would include 8 days of regular pay. The total pay on October's paycheck would be \$6,501.34. The breakdown of this pay is:
- \$3,016.29 for FAMLI Leave paid from CU benefit pooled funds, speedtype 52600295
- \$1,311.14 for supplemental leave paid from employee's position's funding speedtype
- \$2,173.91 eight days of regular pay from October working days. Please note there are 23 working days in October and employee used 15 working days of leave in September, so there are 8 working days of regular pay for employee in October.



Example of Pay while on FAMLI Leave, Cont.

Chart to show breakdown of monthly pay

Month	Paycheck \$ Amount	\$ amount paid from CU benefit pooled funds, speedtype 52600295	\$ amount paid from EEs positions funding
July 2024	\$6,250.00	\$0 – Leave taken in July will show on August paycheck	\$6,250.00
August 2024	\$6,631.72	\$4,624.98	\$2,006.74
September 2024	\$6,343.72	\$4,423.89	\$1,919.83
October 2024	\$6,501.34	\$3,016.29	\$1,311.14 sup leave \$2,173.91 8 working days reg pay



Family Medical Leave (FML) and Parental Leave

- Colorado's state FAMLI leave works with the federal leave plan, the Family and Medical Leave Act (FMLA) as well as CU's Parental Leave.
- Employee Services leave team will assist employees in navigating all leave programs for which they are eligible (including other state leave programs).
- CIRES HR will assist employees with the MyLeave entries for Family Medical Leave and Parental Leave.



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Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) is a Federal act and was passed in 1993; it requires covered employers to provide employees with **unpaid job-protected leave** for qualifying individual and family reasons.

- Leave under the FMLA is unpaid, although employees can use paid leave, such as sick and vacation time, concurrently with FMLA coverage.
- There are many reasons that one may qualify for leave, including birth, adoption or foster care placement of a child, a serious illness, caring for a family member with a serious illness, or military leave.
- The FMLA is administered by the Wage and Hour Division of the United States Department of Labor. Additional information is available on the Family and Medical Leave Act website (<https://www.dol.gov/agencies/whd/fmla>).
- Employees must meet certain criteria to be eligible for leave under the FMLA.

Family Medical Leave Act (FMLA), Cont. (coded as Family Medical Leave in MyLeave)

University staff, 9- and 12-month faculty, and research faculty may qualify for up to 12 weeks (480 hours) of leave under the FMLA per 12-month period, so long as they have been employed by the university for at least 12 months within the past seven years and have worked at least 1,250 hours during the most recent 12-month period prior to the start of leave.

Part-time, FLSA-exempt employees with an FTE of 50% or greater are presumed to have met the 1,250 hours requirement, provided they have at least one year of university service.

FMLA may either run concurrently or in conjunction with other leave programs, including FAMLI leave.

Family Medical Leave Act (FMLA), Cont.

(coded as Family Medical Leave in MyLeave)

To apply for FML, employees must complete an application form and provide all required documentation. Once the application is received, Employee Services will process the application, notify the employee of approval status and guide them through their entire leave.

- Login to employee portal (<https://my.cu.edu/>).
- Select Forms from the CU Resources Home dropdown menu.
- Select the Collaborative HR Services tile.
- Select the CU leave benefits tile.
- Select the Apply for leave benefits tile.
- Complete the secure unity form.
- Employees will receive a confirmation email once their application has been successfully submitted.
- The Employee Services (ES) Leave Team will reach out to the employee to discuss eligibility and next steps.

Links to CU FAMLI Information

FAMLI Calculator link

<https://www.cu.edu/docs/monthly-famli-supplemental-leave-calculator>

FAMLI – FMLA – Parental Leave link

<https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/famli-fml-and-parental-leave>

ESS User Guide Employees

<https://www.cu.edu/docs/leave-absence-ess-user-guide-employees>

ESS User Guide Supervisors, Managers, and HR Partners

<https://www.cu.edu/docs/leave-absence-ess-user-guide-supervisors-managers-hr-partners>



Additional Resources

Employee Services Leave Program Contact Information

Website: www.cu.edu/famli

Email: leave@cu.edu

CU Short-term Disability Plan website (<https://www.cu.edu/node/153136>)

Employee Services CU FAMLI website (<https://www.cu.edu/node/324038>)

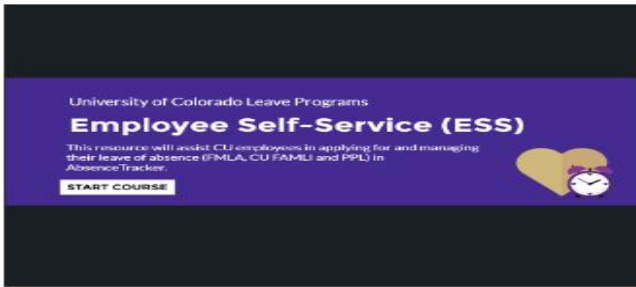
State of Colorado Family and Medical Leave Insurance website
(<https://famli.colorado.gov/>)

Campus Parental Leave Policies for Faculty and Staff: APS #5062 Leave
(<https://www.cu.edu/ope/aps/5062>)



Webinars

<https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/famli-fml-and-parental-leave>



Employee Self-Service Tool



CU FAMLI Leave



Parental Leave



Family Medical Leave (FML)