

PARENTAL LEAVE

State Classified



HUMAN RESOURCES
COLORADO STATE UNIVERSITY

Leave Eligibility

State Classified monthly salaried employees with an appointment of half-time (50%) or greater are eligible for Parental Leave. An employee who is hourly or not in a paid employment status is not eligible (e.g. leave without pay, etc.) Program details are available in the [HR Manual](#).

Leave Usage

Parental Leave consists of **three (3) work weeks** of paid time off, in addition to the employee's accrued sick and annual leave (and any short term disability benefits the birth parent is entitled) to be used by a new parent to care for and bond with the child. Parental Leave may not be used to make up the STD 30-day waiting period. An adoptive or non-birth parent is also eligible for **three (3) work weeks** of Parental Leave. The three (3) work weeks of leave must be taken within the 12 months following the date of birth or adoption and the leave must be taken in one continuous block (not split into intermittent days).

Employee Information		
Name:		Oracle ID:
Birth	<input type="checkbox"/> Birth Parent <input type="checkbox"/> Non-Birth Parent	Date of Birth:
Adoption	<input type="checkbox"/> Primary or Non-Primary Caregiver	Date of Placement for Adoption:

Department Information	
Name:	Title:
Phone:	Designated for FML (Attach copies of FML Forms): <input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> I confirm all leave requested for reimbursement matches hours entered in TimeClockPlus and a report is attached.	
<input type="checkbox"/> If the report is not attached, I understand the application is considered incomplete and will be returned to the department.	
<input type="checkbox"/> I understand this form must be submitted within 30 days of the completion of leave. Forms received after the end of the fiscal year will not be processed.	
<ul style="list-style-type: none"><i>I confirm that the employee has requested three (3) work weeks of Parental Leave and understands the leave must be used in a contiguous block (not split into intermittent days) and must be taken within 12 months of delivery or placement for adoption.</i><i>I understand if an employee is less than full-time, but at least half-time (50%), the amount of leave available is prorated.</i><i>I verified eligibility, however, Human Resources determines final eligibility under the terms of the program.</i>	
_____	_____
Department Signature	Date

Parental Leave

Name: _____

Oracle ID: _____

Department Reporting and Entry

- Parental Leave must be taken within the first year after delivery or placement for adoption.
- Leave must be used in one contiguous block (not split into intermittent days).
- The eligible amount of leave is based upon the employee's FTE and may be prorated.
- The 3 weeks of Parental Leave may not be used to meet the 30 day waiting period for STD.
- Application must be submitted no later than 30 days following the use of leave, but no later than the end of the fiscal year.

If the leave occurs in consecutive months, please enter hours for each month. All leave requested for reimbursement must match the hours entered in TimeClock Plus.

Parental Leave Payable: _____ through _____ _____ Hours

_____ through _____ _____ Hours

Total Leave Requested for Reimbursement _____ Hours

(Limited to 120 hours)

HR Use Only

State Classified Salaried: Yes No

FTE: _____

Salary: _____

Date of Hire: _____

STD Start Date: _____

STD End Date: _____

Total Parental Leave Reimbursed: _____ Hours

Parental Leave Spreadsheet: _____

Payroll Notification: _____