



CSU FAMLI

*Family and Medical Leave Insurance Program
Jan. 1, 2024*



HUMAN RESOURCES
COLORADO STATE UNIVERSITY

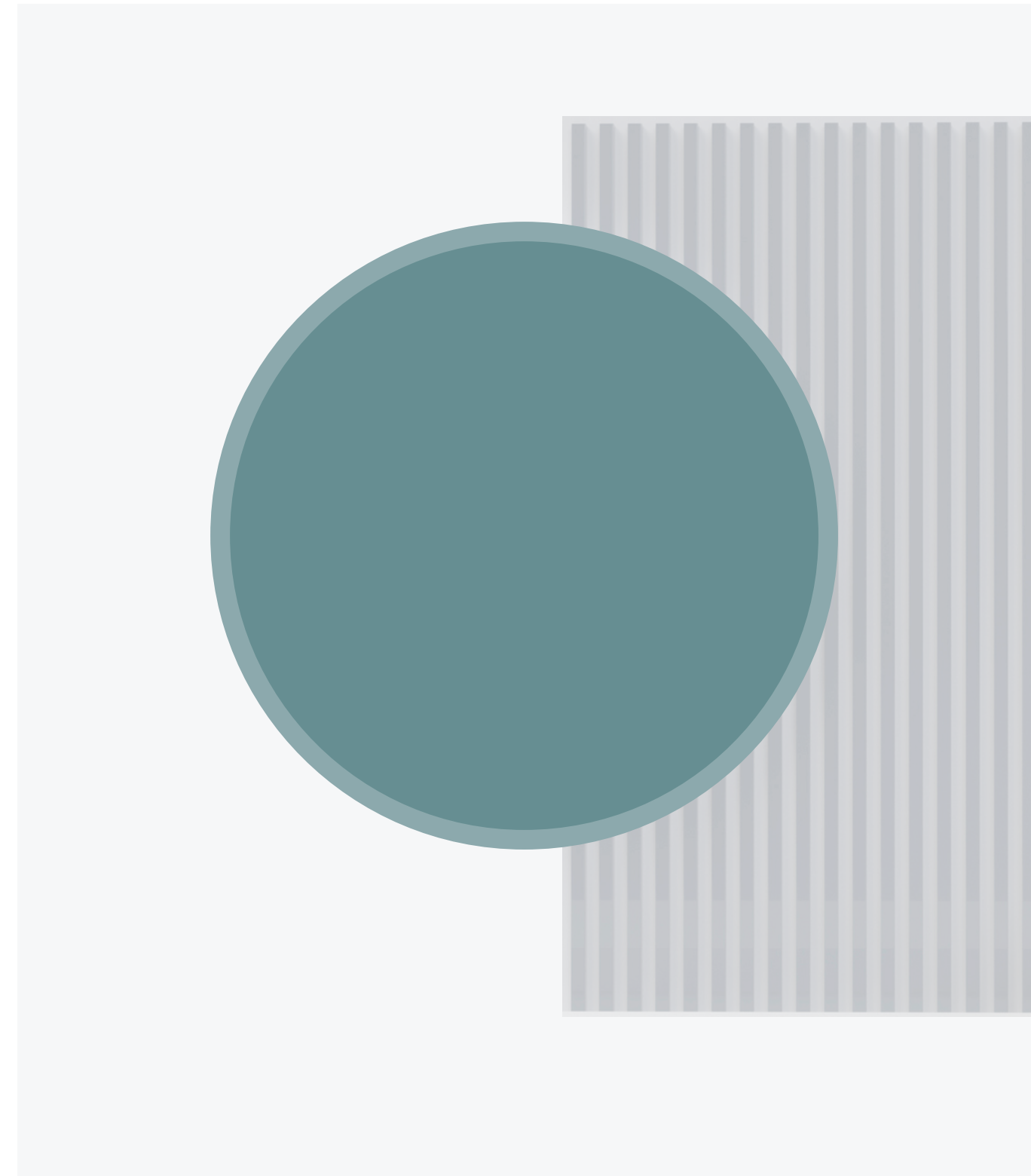
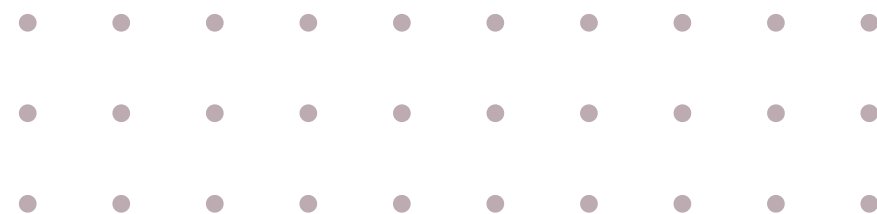


*Presented by: Teri Suhr, Chief Total Rewards Officer
Jackie Swaro, Benefits Supervisor*

What is FAMLI?

CSU's Private Family and Medical Leave Insurance Program

- Approved by Colorado voters in 2020 to create employee paid leave. Employees **who work and live in Colorado**, are eligible
- FAMLI allows an employer to create a private self-funded plan and the State of Colorado approved CSU's FAMLI plan
- Premiums began in January 2023 and leave program benefits begin in January 2024
 - 0.45% employee / 0.45% employer = 0.9% (subject to change under the law in 2025; statutorily capped at 1.2%)
 - Premium calculation moves to **gross pay** in 2024 from the **state unemployment insurance calculation** used in 2023
- Human Resources will streamline administration
 - Benefits team facilitates claim eligibility
 - HR department liaison coordinates FML and leave entries
 - Payroll processes income replacement and W-2 reporting

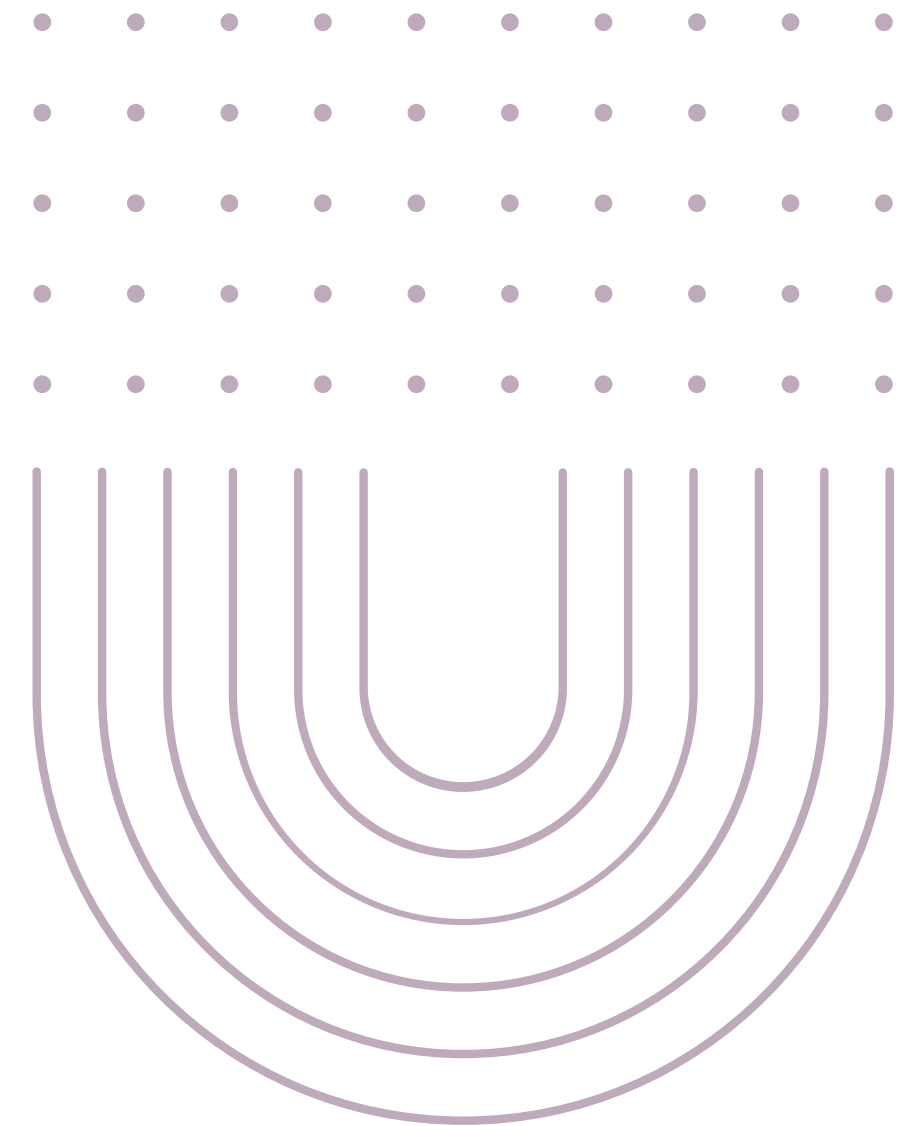


What frequency am I allowed to use CSU's FAMLI leave?

An employee may use **continuous leave, reduced work schedule, or intermittent leave** for all FAMLI qualifying reasons including care and bonding of a child.

Employees are allowed 12 weeks of partial CSU FAMLI wage replacement on a **rolling forward calendar year** for qualifying eligible reasons.

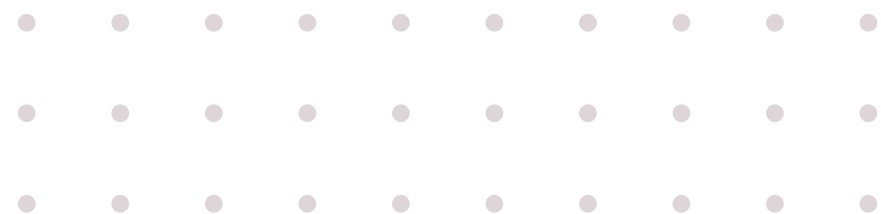
This means that an employee is eligible for 12 weeks from the first date they use leave, 12 months later. *Be aware that State Classified staff use the rolling backward tracking method for FML, so the tracking for FAMLI will differ.*



Can I apply for CSU FAMLI if I am not in a paid employment status?

Employees with an employment frequency of less than 12 months, may apply for CSU FAMLI during the period of their paid contract status. This applies to 9-month faculty and staff (including 9-month contracts paid over 12 months).

9-month employees are not eligible to begin CSU FAMLI benefits until they are in a “paid status”. In addition, employees on a suspended assignment and ineligible for pay are not active employment categories.



Benefit Calculations

CSU's Private Family and Medical Leave Insurance Program

How will the FAML I benefit be calculated?

- Benefits are calculated on a sliding scale up to a weekly maximum benefit of \$1,100 (subject to index annually)
- Weekly benefit is 90% of an employee's average weekly wage, if it is equal to or less than 50% of the state's average weekly wage (\$1,421.16). Then, for any portion of the employee's wage greater than 50% of the state's average weekly wage the calculation is 50% of the remaining average weekly wage.
- The monetary calculation uses: *The FAML I base period of the first four of the last five completed calendar quarters immediately preceding the first day of the employee's benefit year in relation to the average weekly wage for the State's average weekly wage of \$1,421.16 (subject to change annually).*

ANNUAL SALARY	WEEKLY WAGE	WEEKLY BENEFIT	MAXIMUM ANNUAL BENEFIT	PERCENT OF WEEKLY WAGE
\$26,000	\$500	\$450	\$5,400	90%
\$52,000	\$1,000	\$784	\$9,408	78%
\$78,000	\$1,500	\$1,034	\$12,408	69%
\$104,000	\$2,000	\$1,100	\$13,200	55%
\$156,000	\$3,000	\$1,100	\$13,200	37%

What deductions are applicable to CSU's FAMLI income?

By state statute, FAMLI payments are exempt from state taxation and retirement plan contributions, whether mandatory plans or voluntary plans, however, federal and Medicare tax apply.

Any Parental leave or leave accruals used to "top off" FAMLI are subject to normal taxation deductions from wages and will be subject to normal retirement contributions and insurance premium payments.

Keep this in mind if you are actively enrolled in a voluntary retirement plan as you may wish to lower your contributions during periods of FAMLI leave.





When can I expect to be paid by the CSU FAMLI plan?

As soon as the claim and all required supporting documentation are considered complete by the Human Resources benefits team, you can expect to receive the CSU FAMLI wage replacement every two weeks, which is based on the date the claim is complete in conjunction with your dates of FAMLI leave.

Any leave accruals or other university leave programs to “top off” FAMLI income will be paid in the frequency of your normal payroll cycle, either bi-weekly or monthly, based upon your employment category.

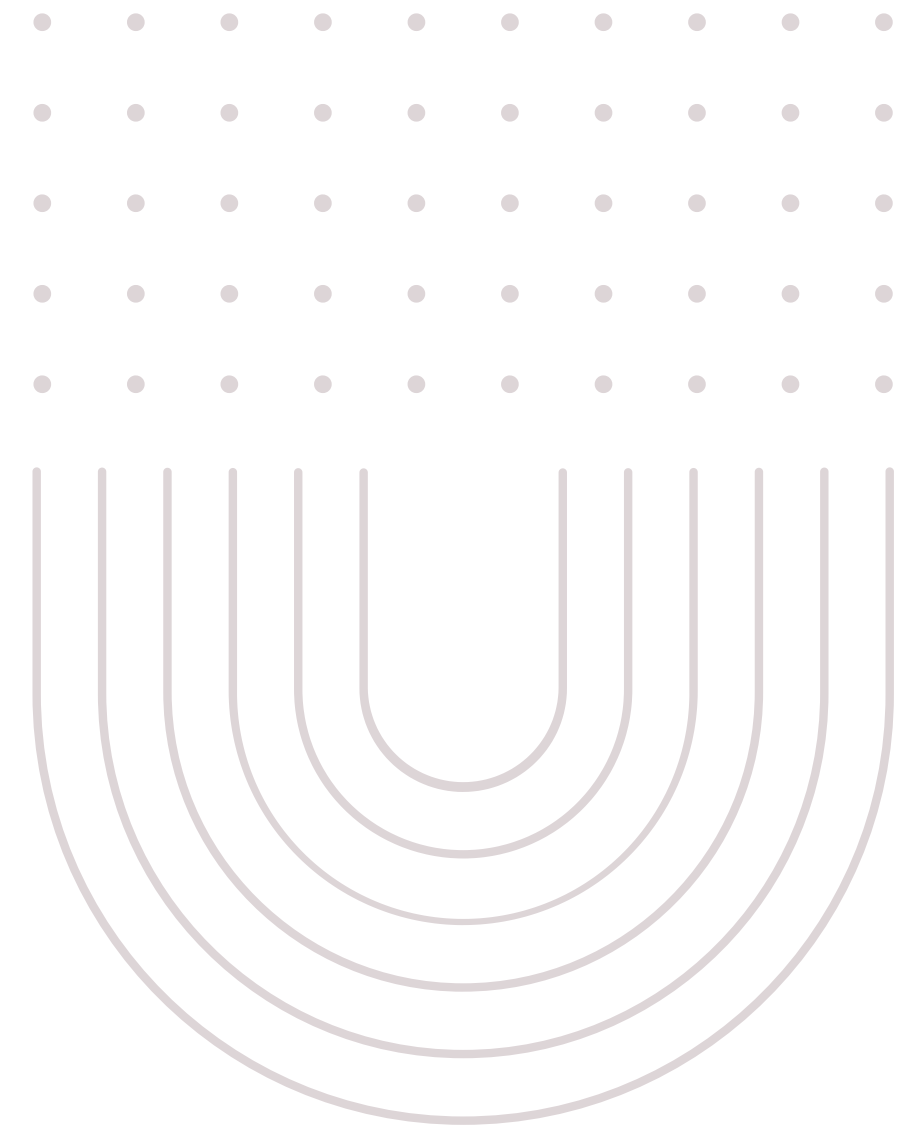


Do CSU FAMLI benefits stop when my employment ends?

You must be an active employee in paid status to apply for CSU's FAMLI program.

If you are on a **reduced work schedule** or **intermittent leave**, FAMLI leave ends upon termination or the end of the contract period and a new application can be submitted upon rehire or the beginning of the next contract period.

Employees on **continuous** FAMLI leave are eligible through the duration of the approved leave.





1

Employees should not apply through the State of Colorado

2

CSU FAMLI leave claims must be applied for within 30 days of the first date of absence

3

FAMLI application is available on the CSU FAMLI website

FAMLI must be used before other leave program options and other programs for eligible employees can be used to "top-off" FAMLI partial income replacement

FAMLI is paid within two weeks after the claim is properly filed and every two weeks thereafter for the duration of the approved leave

Accrued leave other benefit programs being used to "top off" FAMLI will be paid through the normal payroll process



4

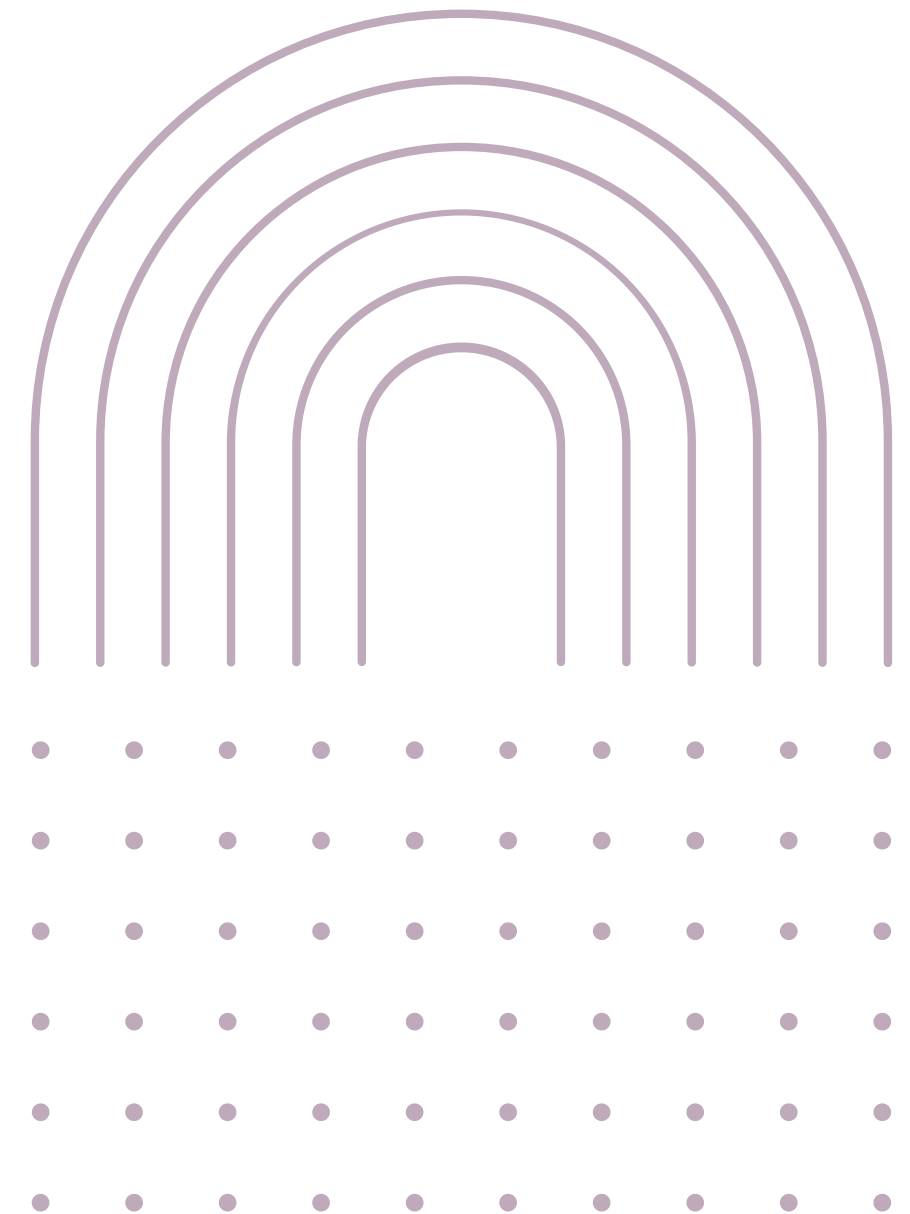
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Am I eligible for CSU FAMLI in 2024 if I became a new parent in 2023?

Yes, new parents are eligible to apply for CSU FAMLI leave to **bond with a new child** anytime within the first 12 months after a birth, adoption, or foster care placement. **New parents will have some weeks of eligibility in 2024 depending upon the date they welcomed a child in 2023 even if other CSU leave programs or FML were used.** This is a transition rule built into the FAMLI statute.

For example, if an employee became a new parent on February 1, 2023, they could apply for CSU FAMLI leave beginning January 1 – 31, 2024, at which time the 12 month requirement would end.

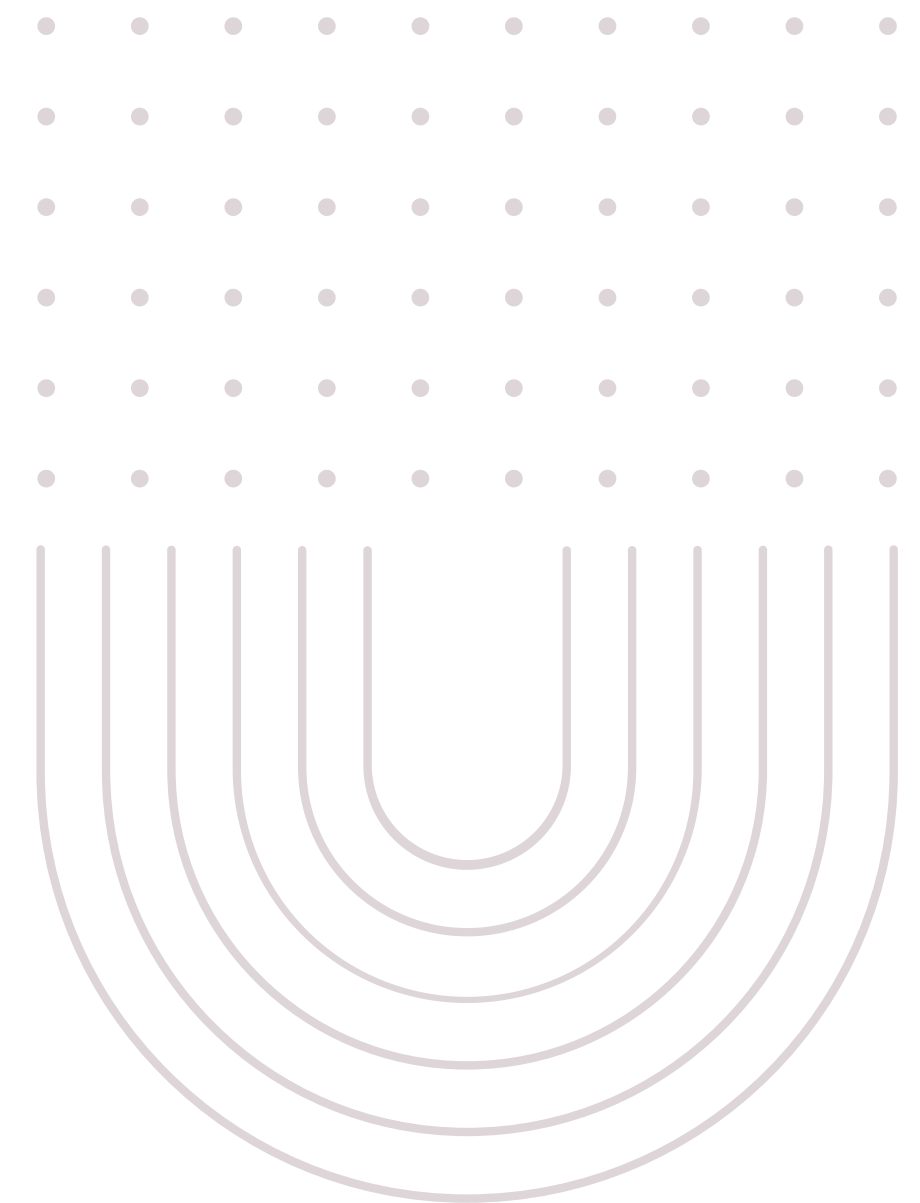
Any use of other CSU leave programs in 2023 do not duplicate in 2024 for “topping off” FAMLI partial income replacement. Any leave accruals would be eligible to “top off” FAMLI if you consent to their use when applying.



Do I have to use FAMLI for holidays or university breaks?

Employees on **continuous** FAMLI leave will receive income replacement from the CSU FAMLI program. The fact that a holiday or break may occur within the week taken as FAMLI has no effect; the week is counted as a week of FAMLI leave. This assumes the employee began leave during a period of work and the leave begins before the holiday or university break.

If an employee is using FAMLI leave in **increments of less than one week**, the holiday or break will not count against the employee's FAMLI entitlement—and the employee will not receive wage replacement benefits from FAMLI. The normal leave code would be used for holidays if they would normally receive holiday pay and not be working.



Other Leave Programs

CSU's FAMLI runs concurrently with other leave programs and FML based upon the eligibility of the employee

FML

Employees may be eligible for FML, a federal benefit that provides job protection for 12 weeks per rolling 12 months.

FML runs concurrently with CSU's FAMLI when the qualifying reason is allowed under FML to the extent FML is available.

FML forms are separate from FAMLI.

PARENTAL LEAVE

The university's parental leave program for eligible employees runs concurrently with CSU's FAMLI and FML.

Parental leave is used automatically to "top off" the partial FAMLI income replacement and applied for on the CSU FAMLI application (for Colorado employees).

SHORT TERM DISABILITY

The short term disability program for eligible employees runs concurrently with CSU's FAMLI and FML to the extent available (for Colorado employees).

A waiting period where leave accruals are required to be used first applies to coordinate with CSU's FAMLI.

LEAVE ACCRUALS

Employees who accrue leave time may choose to utilize it to "top off" the partial CSU FAMLI income replacement.

Employees will request through the CSU FAMLI application process.

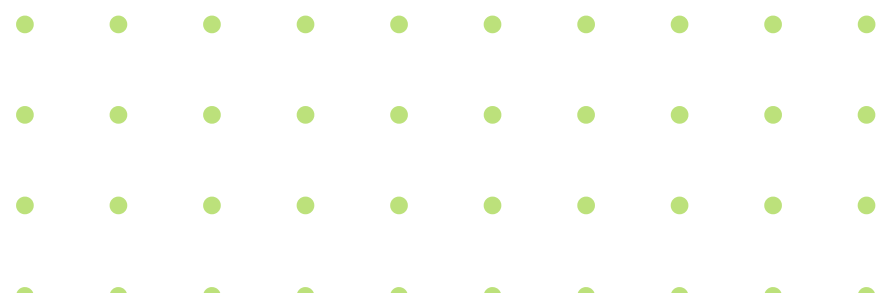
Eligibility Reasons

Family Medical Leave (FML) vs. CSU's FAMLI



	CSU's FAMLI	FML
Employee's own serious health condition	✓	✓
Serious health condition of a family member	✓	✓
Care for a new child (birth, adoption, foster)	✓	✓
Address safety needs of domestic violence	✓	
Military Exigency (make arrangements for active military orders)	✓	✓
Care of a current service member*		✓
Care of a military veteran*		✓

*eligibility for who a servicemember/veteran is expanded for military leave for FML.



Family Member Eligibility

For a serious medical condition

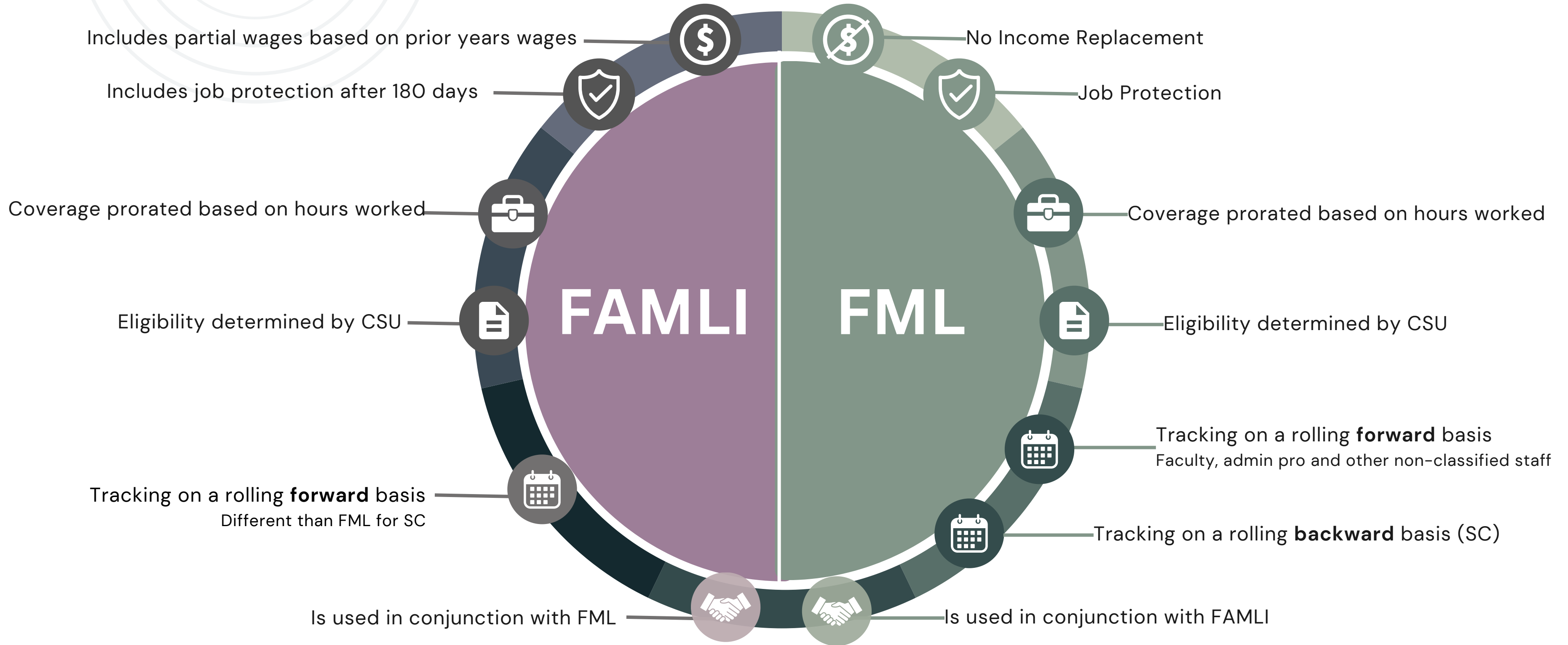


	CSU's FAMLI	FML
Child under age 18	✓	✓
Child over age 18 (without disability)	✓	
Spouse / Common Law Spouse	✓	✓
Domestic Partner/Civil Union Partner+	✓	✓
Parent	✓	✓
Grandparent*	✓	
Grandchild*	✓	
Sibling*	✓	
Person with whom the employee has a family-like bond	✓	

*of the employee or the spouse/partner

+coverage for classified employees through Colorado Family Care Act

Differences Between CSU's FAMLI and FML



Tracking for FML and FAMLI

Faculty, Admin Professional and Non-Classified Staff:

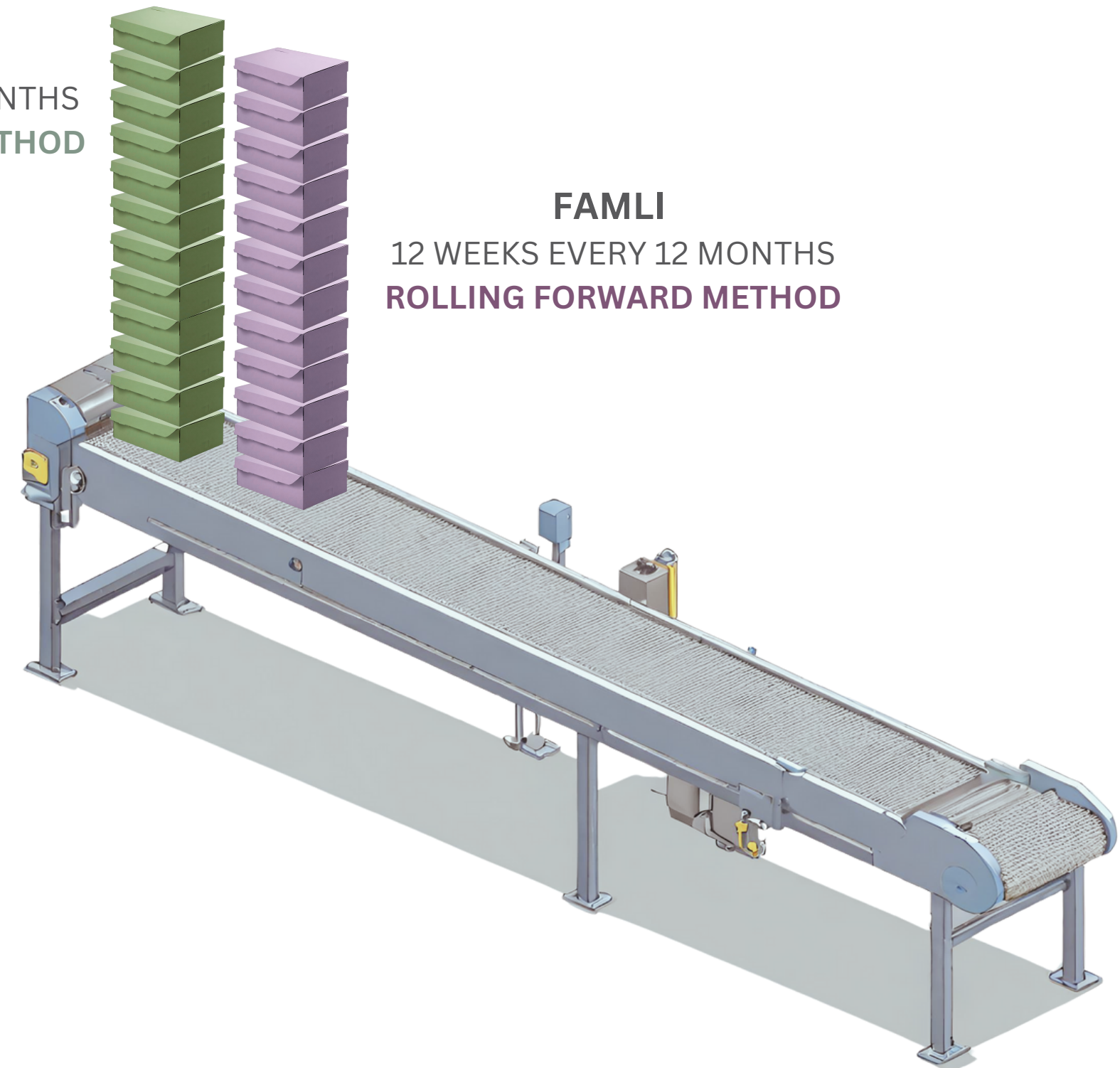
Rolling forward method (for FML and FAMLI)

Eligible the first date the employee uses FML leave, 12 months later

Date	Day	FML Hours Taken	Type of Leave	FML Time Available	FAMLI Hours Taken	FAMLI Time Available
1/1/24	Mon	8.00		472.00	8.00	472.00
1/2/24	Tue	8.00		464.00	8.00	464.00
1/3/24	Wed	8.00		456.00	8.00	456.00
1/4/24	Thu	8.00		448.00	8.00	448.00
1/5/24	Fri			448.00		448.00

FML
12 WEEKS EVERY 12 MONTHS
ROLLING FORWARD METHOD

FAMLI
12 WEEKS EVERY 12 MONTHS
ROLLING FORWARD METHOD



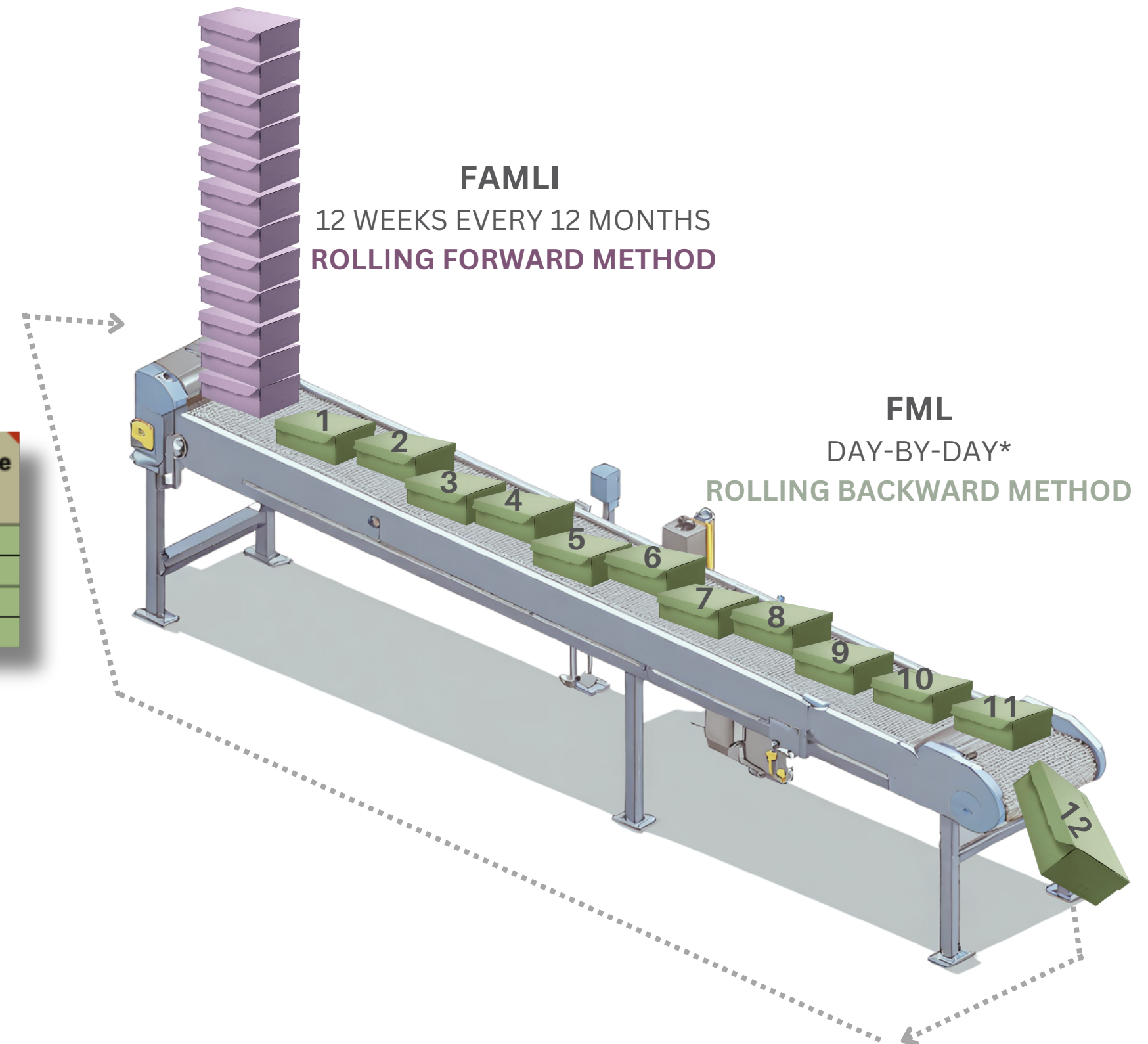
Tracking for FML and FAMLI

State Classified: Rolling backward method (for FML)

Measured backward from the date an employee uses FML leave

Date	Day	FMLA Hours Taken	Type of Leave	FMLA Time Available	FAMLI Hours Taken	FAMLI Time Available
1/1/24	Mon	8.00		512.00	8.00	472.00
1/2/24	Tue	8.00		504.00	8.00	464.00
1/3/24	Wed	8.00		496.00	8.00	456.00
1/4/24	Thu	8.00		488.00	8.00	448.00

Federal FML - 12 Weeks, State FML - 1 Week



*Hour-by-hour if FML is utilized in less than one whole day

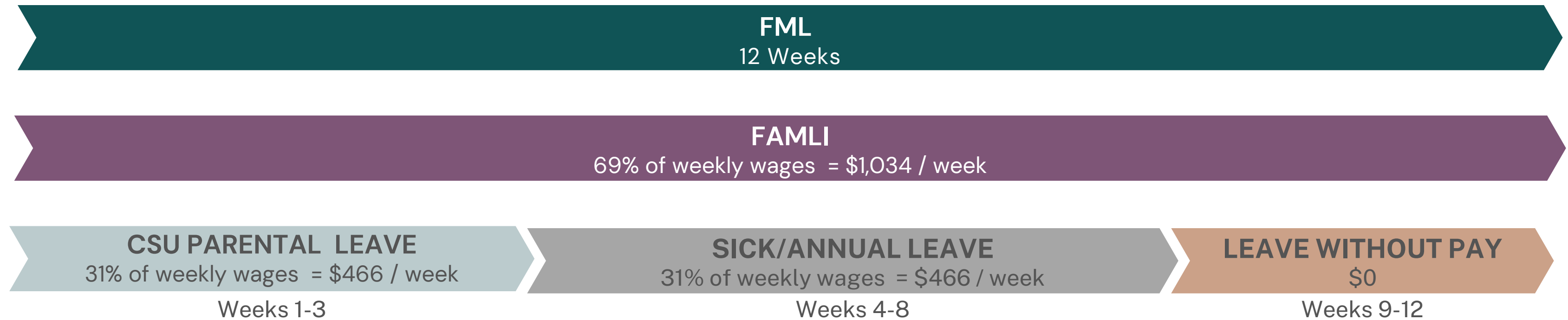
Coordination Example

CSU's Private Family and Medical Leave Insurance Program

Administrative Professional – Care & Bonding (a new parent)

Annual Salary: \$78,000 / \$1,500 weekly

Parental leave applied automatically, elected to “top off” with sick and annual leave



ANNUAL SALARY	WEEKLY WAGE	WEEKLY BENEFIT	MAXIMUM ANNUAL BENEFIT	PERCENT OF WEEKLY WAGE
\$78,000	\$1,500	\$1,034	\$12,408	69%

Coordination Example

CSU's Private Family and Medical Leave Insurance Program

State Classified – Care and bonding (new parent on Feb 16, 2023)

Annual Salary: \$52,000 / \$1,000 weekly

Elected not to “top-off”



ANNUAL SALARY	WEEKLY WAGE	WEEKLY BENEFIT	MAXIMUM ANNUAL BENEFIT	PERCENT OF WEEKLY WAGE
\$52,000	\$1,000	\$784	\$9,408	78%

Application Processing



Claim Submission

Employee submits the FAML I application on the CSU HR website within 30 days of the leave and informs the HR department liaison and supervisor of the need for FML and FAML I leave



Review by Human Resources

The Benefits team will review the FAML I application and notify the employee if the claim was properly filed within 5 business days



Decision on the claim

If approved, the Benefits team will calculate the amount of the weekly wage and the duration, then notify the employees of the decision within two weeks of the claim submission



Guidance to enter leave in TCP & Oracle

The Benefits team will send notification to the HR department liaison notifying them of the duration and approval of hours

Oracle

- Leave Without Pay
 - Hours must match FAML I to avoid overpayment
 - Note in Creator Comments, entry is for FAML I and FML

TimeClock Plus:

- FAML I
- Parental Leave
- Family Medical Leave*
- Sick/Annual Leave

Submission of hours to Payroll

Once the application has been approved, the Benefits team communicates the CSU FAML I wage replacement to the Payroll team and it's paid to the employee every two weeks, throughout the duration of the claim



Other leave programs and leave accruals being used to "top off" FAML I are paid on the normal payroll cycle

*Submit FML forms to Human Resources.

Department Processing



Notification from HR

The Benefits team will send notification to the department HR liaison notifying them of the duration and approval of hours. This will be sent with 1-2 business days from the date the claim is approved.



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Dear Amy,

We have received a FAML I application from **Cam T Ram, #1870** and the claim has been **approved** for their qualifying FAML I reason. They are approved for **continuous leave** for the duration of: **January 8 - February 29, 2024**. Please make entries into [TimeClock Plus \(TCP\)](#) and Oracle as soon as possible, but no later than two business days from the date of this notice.

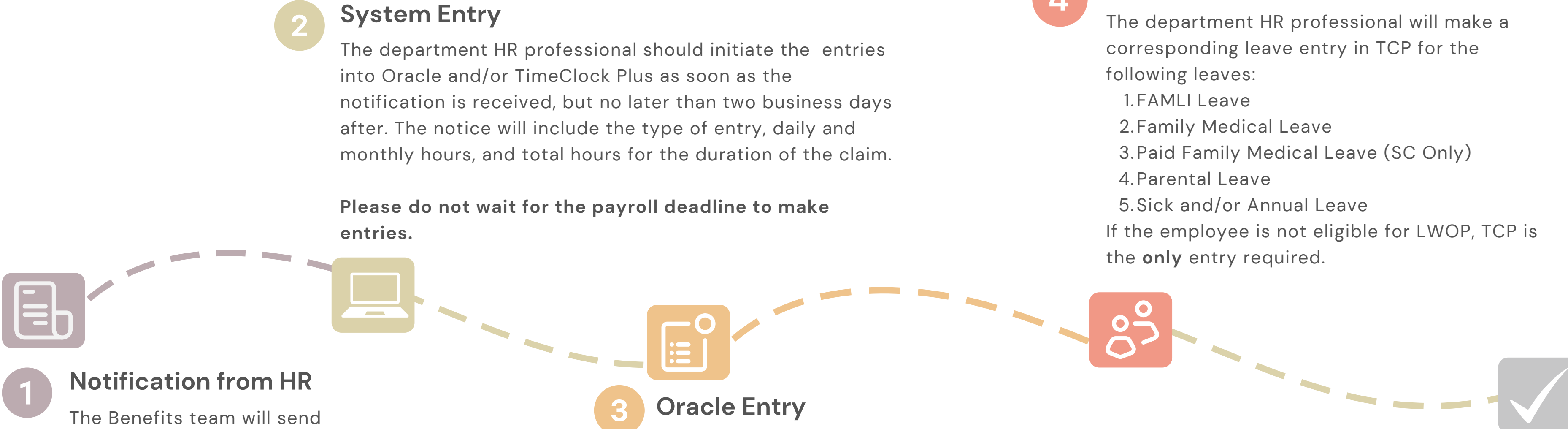
Entries are required so FAML I payments can be made by Human Resources. In **Oracle**, use the "LWOP/FAML I Leave" assignment change reason, and the "Creator Comments" to note the complete dates, hours and duration of leave without pay (LWOP). The employee will stay in an "Active" status in Oracle.

In **TCP** enter the 'Daily Hours' per day through the duration for leave for FAML I, and if applicable, FML. Total hours throughout the duration are provided as reference. Additional guidance can be found on the [HR website](#).

The employee **has** elected to "top off" FAML I partial income benefits with their accrued sick and/or annual leave. Enter leave in TCP to the extent they have available accruals.

January				
Enter Into:	Benefit Entry	Daily Hours	Number of Days	Monthly Hours
Oracle	LWOP	5.71	18	102.78
TCP	FAML I	5.71	18	102.78
TCP*	FML	8.00	18	144.00
TCP	Leave "Top off"	2.29	18	41.22
January 8 - 31, 2024				
February				
Enter Into:	Benefit Entry	Daily Hours	Number of Days	Monthly Hours
Oracle	LWOP	5.71	21	119.91
TCP	FAML I	5.71	21	119.91
TCP	FML	8.00	21	168.00
TCP	Leave "Top off"	2.29	21	48.09
February 1 - 29, 2024				
Totals for the duration of leave:				
		LWOP = 222.69	Top off' Leave = 89.31	
		FAML I = 222.69	*FML (if applicable) = 264.00	

Department Processing



1 Notification from HR
 The Benefits team will send notification to the department HR professional notifying them of the duration and approval of hours. This will be sent within 1-2 business days from the claim's approval.

2 System Entry
 The department HR professional should initiate the entries into Oracle and/or TimeClock Plus as soon as the notification is received, but no later than two business days after. The notice will include the type of entry, daily and monthly hours, and total hours for the duration of the claim.

Please do not wait for the payroll deadline to make entries.

3 Oracle Entry
 If the employee is eligible for LWOP, the department will initiate LWOP in Oracle:

1. Select '**LWOP/FAMLI Leave**' as the change reason
2. Assignment Status should remain '**Active**'
3. Note leave hours, dates and leave type 'FAMLI' in the Creator Comments. HR Payroll will pay FAMLI hours when entry is made.
4. If the employee does not 'top off' or exhausts leave, one entry for LWOP can be made.

4 TCP Entry
 The department HR professional will make a corresponding leave entry in TCP for the following leaves:

1. FAMLI Leave
2. Family Medical Leave
3. Paid Family Medical Leave (SC Only)
4. Parental Leave
5. Sick and/or Annual Leave

If the employee is not eligible for LWOP, TCP is the **only** entry required.

•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•
•	•	•	•	•	•	•	•	•	•

----- Creator Comments -----
 FAMLI LWOP at 28.25 hours through 25-MAR-2024.
 ----- Approver Notes -----

- Entry for LWOP**
- Faculty
 - Administrative Professional
 - Post Doctoral Fellows
 - State Classified Salaried
- No Entry for LWOP**
- Hourly Employees (Classified, NSH, AP)
 - Student Employees (inc. GA, GRA, GTA)

The LWOP Form is **not required** when the entries are for FAMLI/FML

Department Processing



1

SCENARIO EXAMPLE #1

Administrative Professional - Continuous Leave (January 3 - March 2, 2024)

Average Weekly Wage - \$823.65 | Equivalent FAMLI Hours - 30.54 | Equivalent Top-Off Hours - 9.46

Daily FAMLI Hours - 6.11 | Daily Top-Off Hours - 1.89

HUMAN RESOURCES

Dear Amy,

We have received a FAMLI application from **Cam T Ram, #1870** and the claim has been **approved** for their qualifying FAMLI reason. They are approved for **continuous leave** for the duration of: **January 3 - March 2, 2024**.

Based on the FAMLI wage calculation, the entries must be made as soon as possible with an effective date of **January 3** through the duration of the leave. The entries must be made before FAMLI payments can be made from Human Resources. When making the following entries in Oracle, use the "LWOP/FAMLI Leave" assignment change reason and use the "Creator Comments" to note the dates and duration of leave without pay (LWOP). The employee should stay in an "Active" status in Oracle.

The employee **has** elected to "top off" FAMLI partial income benefits with their accrued sick and/or annual leave.

CSU System	Benefit	Total Entry	Duration
January			
Oracle	LWOP	140.53	January 1 - 31, 2024 (23 days)
TCP	FAMLI		
TCP	Parental Leave or Sick Leave	43.47	
February			
Oracle	LWOP	128.31	February 1 - 29, 2024 (21 days)
TCP	FAMLI		
TCP	Parental Leave or Sick Leave	39.69	
March			
Oracle	LWOP	12.22	March 1 - 2, 2024 (2 days)
TCP	FAMLI		
TCP	Parental Leave or Sick Leave	3.78	

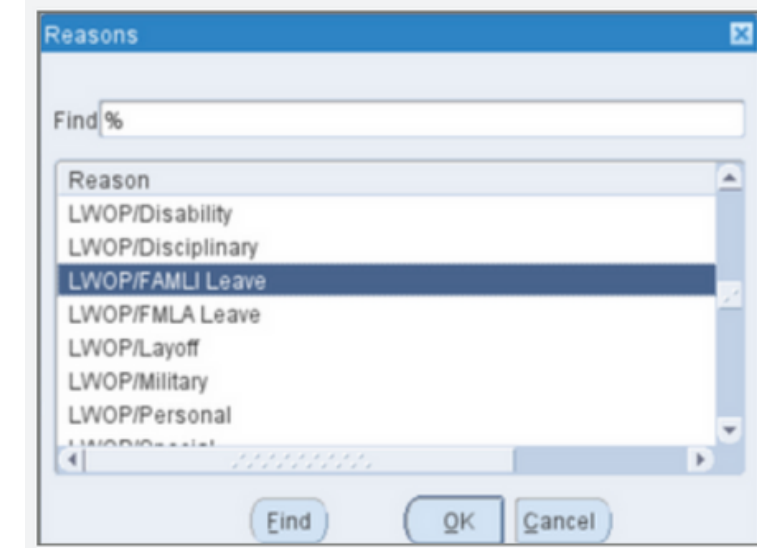
Weekly FAMLI Hours = 30.54 Daily FAMLI Hours = 6.11
 Weekly Top-Off Hours = 9.46 Daily Top-Off Hours = 1.89



2

ORACLE ENTRY

-----Creator Comments-----
 FAMLI LWOP 281.06 hours through 02-MAR-2024
 January - 140.53 hours
 February - 128.31 hours
 March - 12.22 hours
 -----Approver Notes-----



3



TIMECLOCK PLUS (TCP)

Add ? Feedback

Segment Length: 8.00

Individual is clocked in
 Time sheet entry
 Missed in punch
 Missed out punch

Time in: 1/1/2024 9:00 AM
 Time out: 1/1/2024 5:00 PM
 Break type: << NONE >>
 Job Code: 51 - FAMLI Leave
 Project: << NONE >> Select
 Rate: 0.00
 Note:
 Days: 1

Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Rate
Mon 1/1/2024 9:00 AM	Mon 1/1/2024 5:00 PM	8.00	8.00		51 - FAMLI Leave	0.00
Tue 1/2/2024 9:00 AM	Tue 1/2/2024 5:00 PM	8.00	8.00		51 - FAMLI Leave	0.00
Wed 1/3/2024 9:00 AM	Wed 1/3/2024 5:00 PM	8.00	8.00		51 - FAMLI Leave	0.00
Thu 1/4/2024 9:00 AM	Thu 1/4/2024 11:27 AM	2.45	2.45		51 - FAMLI Leave	0.00
Thu 1/4/2024 11:27 AM	Thu 1/4/2024 5:00 PM	5.55	5.55		2 - Sick Leave	0.00
Fri 1/5/2024 9:00 AM	Fri 1/5/2024 5:00 PM	8.00	8.00	40.00	2 - Sick Leave	0.00



THANK YOU

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