

# Sun Life Leaves

OVERVIEW AND PROCESS

MARCH 11, 2026

This presentation is a summary of some of the available leave benefits through CSU. It is not all-inclusive and should not be considered a replacement for more detailed information outlined in the certificates of coverage or master plan documents.

In the event of a conflict between this information and their official plan documents, the plan documents will govern.

# Who is involved in processing FAMLI, FML and other time-offs?

Employees are expected to start the leave process with their department so planning and communication can occur early. While the administration of certain leave programs is administered by Sun Life, departments remain an important part of the process and should stay actively involved in discussions about the employee's anticipated leave and return to work.

Reference	Description
CSU Benefits Team ▾	Benefits team in Human Resources
Dept Absence Partner ▾	Absence Partner in each individual department
CSU Payroll ▾	Payroll at CSU
Sun Life ▾	Sun Life Administrator
Sun Life API ▾	Sun Life's automatic data update

# 2025 FAMLI and FML Claim

Claim has dates that began in 2025, but was paid and processed in 2026.

Who initiates paperwork and application		
FAMLI	FMLA	Parental Leave
Applies through the FAMLI application on the CSU website	Department Absence Partner initiates and follows-up on paperwork	Employee communicates need for Parental Leave to the department

Who makes the entries in Workday		
FAMLI	FMLA	Top Off
CSU Benefits Team ▾	CSU Benefits Team ▾	CSU Benefits Team ▾
Approved FAMLI dates entered by CSU Benefits Team	Dept reports approved FML duration via Help Ticket to CSU Benefits Team	Benefits team enters top-off (sick, annual, PFML, parental leave) for employees on FAMLI

Who makes the payments to the employee		
FAMLI	FMLA	Top Off
CSU Payroll ▾	N/A ▾	CSU Payroll ▾
FAMLI stops regular wages. On-Demand checks processed on the 1st & 15th	No payments directly for FMLA	Payments issued according to the employee's regular payroll schedule - either monthly or bi-weekly

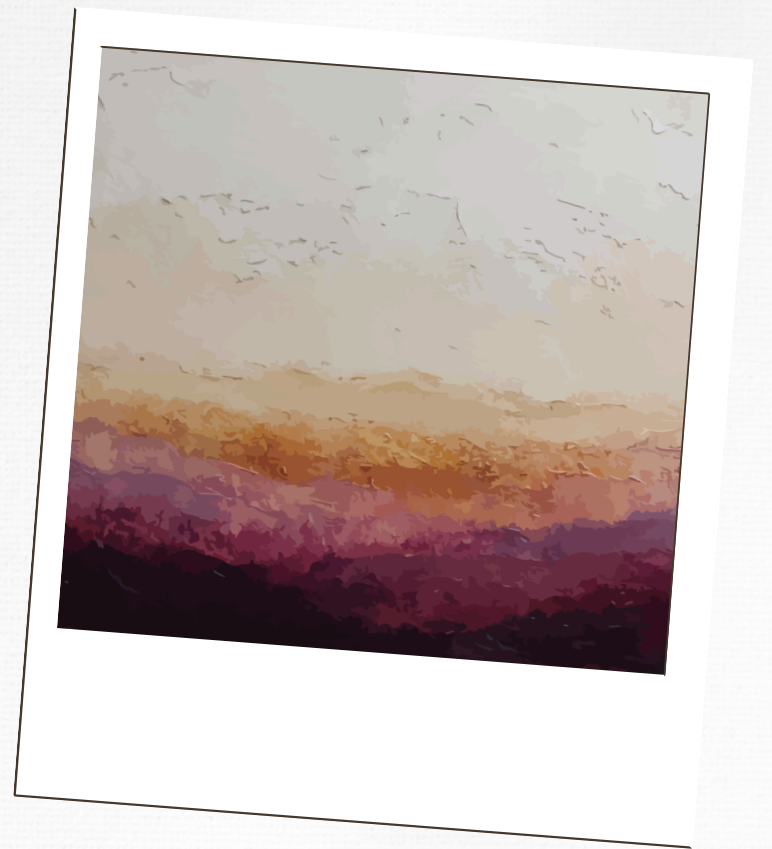
# 2025 FML Only Claim

Claim has dates that began in 2025, but was paid and processed in 2026.

Who initiates paperwork and application	
FMLA	
Department Absence Partner initiates and follows-up on paperwork	

Who makes the entries in Workday		
FMLA	Time Off - Continuous	Time Off - Intermittent
CSU Benefits Team ▾	Dept Absence Partner ▾	Dept Absence Partner ▾
Dept reports approved FML duration via Help Ticket to CSU Benefits Team	<a href="#">Department enters Sick or Annual Leave</a> throughout the duration of the FMLA claim	Department enters Intermittent FML - Sick, Intermittent FML - Annual, Intermittent FML - Unpaid on the dates FML is used.

Who makes the payments to the employee		
FMLA	Time Off - Continuous	Time Off - Intermittent
CSU Payroll ▾	CSU Payroll ▾	CSU Payroll ▾
FMLA stops regular wages.	Sick and annual leave entries pay their employees regular wages through their regular payroll schedule	Intermittent sick and annual leave entries pay their employees regular wages through their regular payroll schedule



# 2026 FAMLI and FML Claim – Continuous

Claim has dates that began in 2026

Who initiates paperwork and application		
FAMLI	FMLA	Parental Leave
Applies through either the Sun Life portal or by calling them at 1-833-408-4598	FAMLI and FML will always be initiated in the same claim, if eligible*	If the reason is birth/adoption, parental leave is applied for at the same time

\*employees applying **only** for FML, should call Sun Life

Who makes the entries in Workday		
FAMLI	FMLA	Top Off
Sun Life API ▾	Sun Life API ▾	CSU Benefits Team ▾
Approved FAMLI dates entered by the Sun Life API	Approved FML dates entered by the Sun Life API	Benefits team enters top-off (sick, annual, PFML, parental leave) for employees on FAMLI

Who makes the payments to the employee		
FAMLI	FMLA	Top Off
Sun Life ▾	N/A ▾	CSU Payroll ▾
FAMLI entry stops regular wages. Sun Life makes payments directly to employees	No payments directly for FMLA	Payments issued according to the employee's regular payroll schedule - either monthly or bi-weekly

# 2026 FAMLI and FML Claim – Intermittent

Claim has dates that began in 2026

Who initiates paperwork and application		
FAMLI	FMLA	Parental Leave
Applies through either the Sun Life portal or by calling them at 1-833-408-4598	FAMLI and FML are initiated in the same claim, if eligible*	If the reason is birth/adoption, parental leave is applied for at the same time

\*employees applying **only** for FML, should call Sun Life.

Who makes the entries in Workday		
FAMLI	FMLA	Top Off
Sun Life API ▾	Sun Life API ▾	CSU Benefits Team ▾
Intermittent FAMLI entered via API. Employee reports hours to Sun Life (also FYI to departments)	Intermittent FML entered via API. Employee reports hours to Sun Life (also FYI to departments)	Benefits team enters top-off (sick, annual, PFML, parental leave) for employees on FAMLI - reported by Sun Life

Who makes the payments to the employee		
FAMLI	FMLA	Top Off
Sun Life ▾	N/A ▾	CSU Payroll ▾
FAMLI entry stops regular wages. Sun Life makes payments directly to employees	No payments directly for FMLA	Payments issued according to the employee's regular payroll schedule - either monthly or bi-weekly

# 2026 FML Only Claim – Continuous

Claim has dates that began in 2026

## Who initiates paperwork and application

### FMLA

Apply through Sun Life - should initiate the claim by calling 1-833-408-4598.  
FAMLI and FML are initiated in the same claim, if eligible. If they apply through the portal need to call and decline FAMLI.

## Who makes the entries in Workday

### FMLA - Continuous

Dept Absence Partner ▾

Department Absence Partners will enter CSU sick, annual, PFML (SC) or unpaid leave through the duration of the approved FML.

## Who makes the payments to the employee

### FMLA

CSU Payroll ▾

Payments issued according to the employee's regular payroll schedule - either monthly or bi-weekly

# 2026 FML Only Claim – Intermittent

Claim has dates that began in 2026

## Who initiates paperwork and application

### FMLA

Apply through Sun Life - should initiate the claim by calling 1-833-408-4598.  
FAMLI and FML are initiated in the same claim, if eligible. If they apply through the portal need to call and decline FAMLI.

## Who makes the entries in Workday

### FMLA - Intermittent

Sun Life API ▾

Sun Life API will enter Intermittent FML - Sick, Intermittent FML - Annual or Intermittent FML - Unpaid based on hours reported to Sun Life\*.

\*Employees should also report intermittent leave to their department using the standard call-in procedures.

## Who makes the payments to the employee

### FMLA

CSU Payroll ▾

Pay for wages and time off accruals are issued according to the employee's regular payroll schedule - either monthly or bi-weekly

# 2026 FML Only Claim – Intermittent

Claim has dates that began in 2026

<b>Who makes the entries in Workday</b>
<b>FMLA - Intermittent</b>
Sun Life API ▾
Sun Life API will enter Intermittent FML - Sick, Intermittent FML - Annual or Intermittent FML - Unpaid based on hours reported to Sun Life*.

\*Employees should also report intermittent leave to their department using the standard call-in procedures.

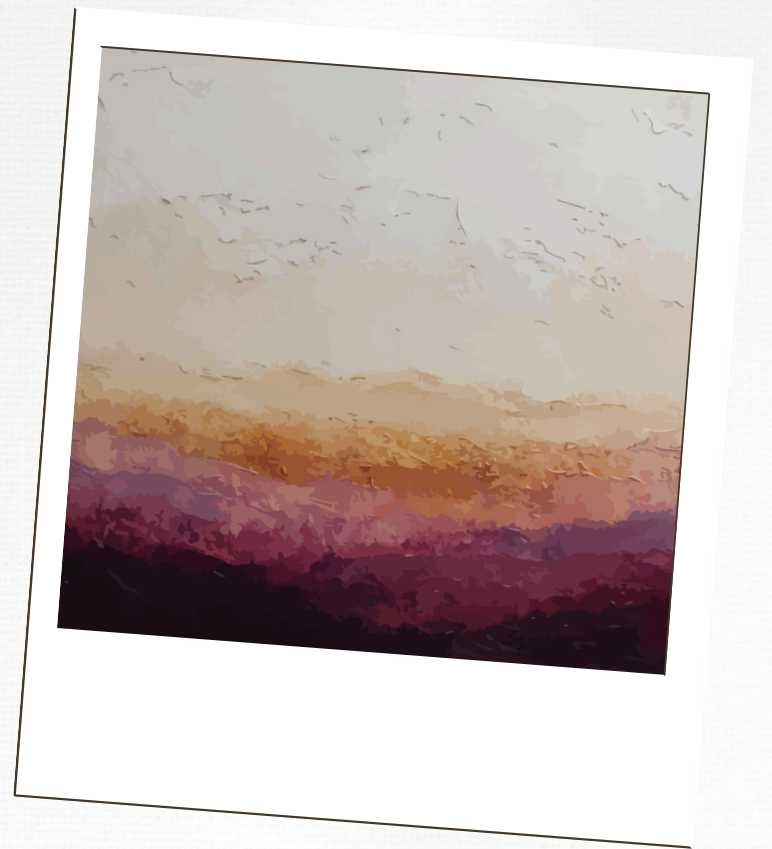
### Leave of Absence Entries

Leave of Absence Requests 6 items 🔍 📄 🗑️ 🔄 📅 🗃️

Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
<a href="#">Intermittent FMLI Leave</a>		01/28/2026	01/29/2026		01/28/2027	
<a href="#">Intermittent FML</a>		01/28/2026	01/29/2026		01/28/2027	

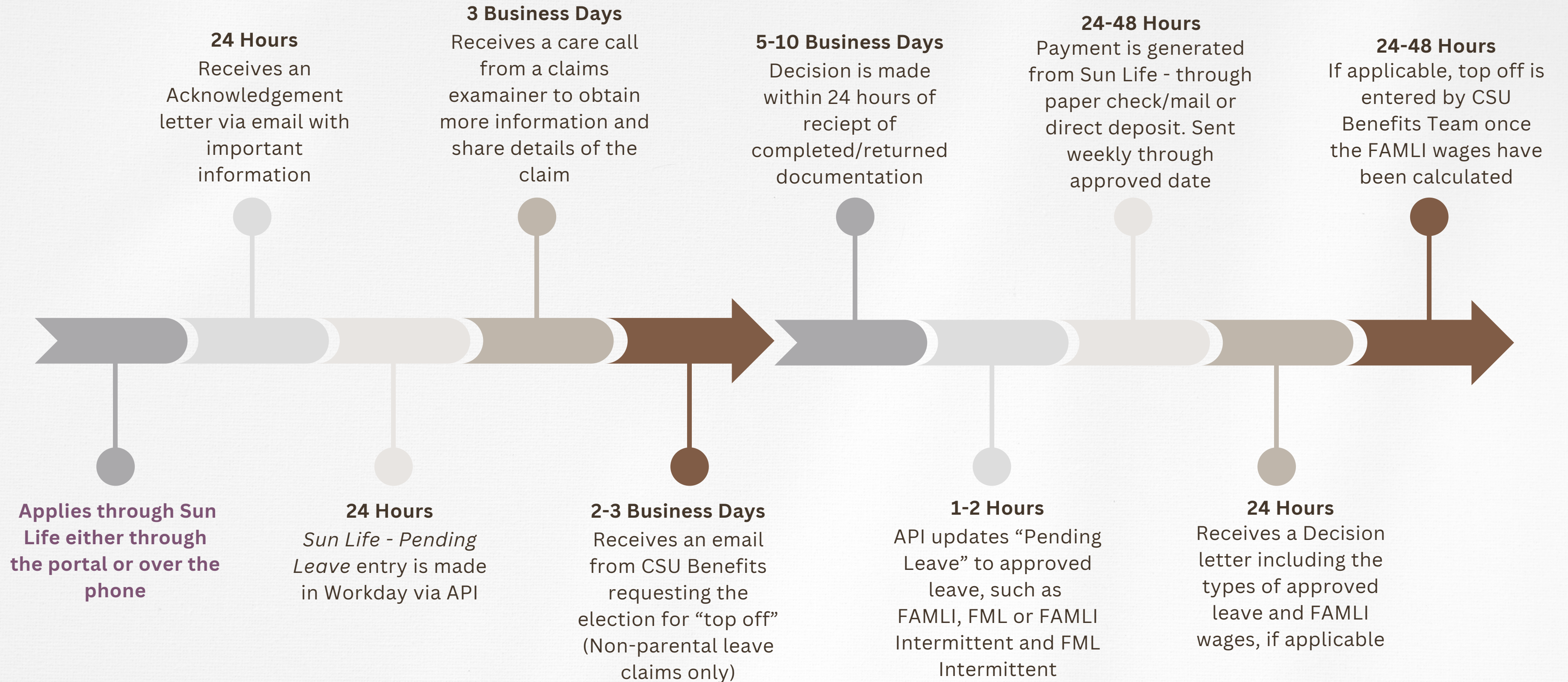
### Time off Entries

🔍	02/03/2026	Tuesday	<a href="#">Intermittent FML - Annual Leave</a>	6.7	Hours
🔍	02/03/2026	Tuesday	<a href="#">Intermittent FML - Sick</a>	1.3	Hours
🔍	01/28/2026	Wednesday	<a href="#">FAMLI Intermittent Time Off Unpaid</a>	2.56	Hours




# Sun Life Claim Timeline

**Claim Process** - estimated 5 - 15 business days (depending on date application is considered complete)



# Creating a Sun Life Account

- Online through [Sun Life's portal](#)
- By phone at 1-833-408-4598 (please call if initiating only FML without FAMLII)
- [Instructions for Filing a Claim](#)
- [Demo on the Sun Life Portal](#)




Explore benefits   Submit a claim


Home / Plan members & families

## Your benefits, made easy


Quick access to the information you need, when you need it.




[Submit/track a claim](#)



[Get dental ID card](#)



[Find a dentist](#)



## New user - create an account

Already registered? [Click here to sign in.](#)

Please provide some basic information to initiate registration. Once you submit this information, we will send you an email that will provide a link to continue the registration process.

**Required field**

First name\*

Last name\*  Does capitalization matter?

Email address\*

### What type of account do you need?

- > **Member - Employee who receives benefits.**
- > **Broker - Broker assistant, account executives, and others who sell insurance coverage.**
- > **Employer - Policy administrator, benefits administrator, Human Resources personnel who manage benefits, or Third Party Administrator (TPA).**

Note: if you are a provider, please register on the [dental provider portal](#)

Cancel **Continue**

## What type of account do you need?

▼ **Member - Employee who receives benefits.**

Members can access plan information, print Dental ID cards, view and s on policy.)

**To register as a member, you will need ONE of the following:**

- Social Security number
- Member ID
- Disability/Absence claim #
- Policy number

To view your dental ID card, benefit information or coverage statement  
Your employer should be able to assist you with identifying your Memb

# Creating a Sun Life Account

- Online through [Sun Life's portal](#)
- By phone at 1-833-408-4598 (please call if initiating only FML without FAMLI)
- [Instructions for Filing a Claim](#)
- [Demo on the Sun Life Portal](#)

**Submit/manage claims**  
(dental not included) ✓

Select an option to help us identify you

**Social Security Number** ⓘ

Social Security Number\*


Date of birth\* (primary member)   
For example, 04/28/2019

**Claim #** ⓘ


**Employee ID** ⓘ


**Policy number** ⓘ

**> I do not have any of these.**

 **Sun Life** Welcome to Sun Life

Thank you. Your request has been submitted.

 We have sent an email to **cam.ram@colostate.edu** with a link to continue the registration process.

 **Sun Life** Welcome to Sun Life

Thank you for registering!

You can log into the website with your newly created username and password as soon as you receive your confirmation email.

You may review or edit your contact information and preferences in My Profile.

# Creating a Sun Life Account

- Online through [Sun Life's portal](#)
- By phone at 1-833-408-4598 (please call if initiating only FML without FAML I)
- [Instructions for Filing a Claim](#)
- [Demo on the Sun Life Portal](#)

 **Welcome, Cam!**

Today, I would like to register as a:


**Member**  
Employee who receives benefits. ⓘ

Supervisor/Manager  
Employee who receives benefits and/or manages employees' leaves of absence ⓘ

Broker  
Broker assistant, account executives, and others who sell insurance coverage. ⓘ

Step 1 of 4  
Select role

\*Required field

 **Step 2 - Personal information**

Please validate or enter the following information.

First name\*  Last name\*

Phone number\*  Extension

Email\*

Username\*

New password\*

Personal information

Step 2 of 4

\*Required field

Username must

- ✓ contain 8-30 characters
- ✓ contain no spaces
- ✓ be different than your email address
- ✓ letters and numbers only
- ✓ not contain more than four consecutive identical characters

Password must contain

- ✓ 8-32 characters
- ✓ at least 1 special character
- ✓ at least 1 lowercase letter
- ✓ at least 1 uppercase letter
- ✓ at least 1 number
- ✓ no spaces
- ✓ no repeating substrings

 **Step 3 - Setup account security**

For your protection, we've included some security features on your account.

Select and answer the three questions below. These questions and answers will be used to help identify you in the event that you forget your username or password.

Please note: the answers to the security questions are not case sensitive.

Security question #1\*


Security answer #1\*

Security question #2\*

Security answer #2\*

# Creating a Sun Life Account

- Online through [Sun Life's portal](#)
- By phone at 1-833-408-4598 (please call if initiating only FML without FMLI)
- [Instructions for Filing a Claim](#)
- [Demo on the Sun Life Portal](#)



## Submit a claim


I would like to submit:

a time away from work request

a request for an accommodation at work

You only need to submit one claim for your disability and absence benefits—and we will take care of the rest.

[Continue](#)



Which option best describes why you need time away from the work?

Sickness, treatment for a medical condition or any other medical procedure

Accident or treatment for an injury

Bonding or parental leave (adoption, foster care, newborn)

Pregnancy, birth or related medical treatment

Caring for a family member

Out of work for another reason

[Start Over](#) [Continue](#)

# Acknowledgement Letter

Usually sent in 24 hours of application date



March 10, 2026

Cam T Ram  
1234 Old Main Road  
Fort Collins, CO 80523

**Re:** Claim: NTN-1035001  
Group Policy: 978964  
Group Policyholder: Colorado State University - Non-Classified

Dear Cam T Ram:

We received your request for a leave of absence for Serious Health Condition - Employee on March 9, 2026. Below are the leave(s) and benefit(s) you may be eligible for.

The next step is for us to review your claim, but before we can do that, we need more information from you. We're here to help guide you through that process.

As of the date of this letter, the following absence(s) may apply:

Absence Type	Eligibility Status
CO PFML-Employee	Eligible*
CSU FML-Fac/AP	Eligible*
Fed FMLA	Eligible*

\*Your eligibility may change if your start date or schedule changes.

## Sun Life Assurance Company of Canada

PO Box 219932  
Kansas City, MO 64121-9932  
Phone: 888-444-0239 Fax: 781-304-5599



### EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

#### LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

The 12-month period for FMLA leave is calculated as follows:

- The 12 month period measured forward from the date of the first FMLA leave usage.

An eligible employee who is a covered service member's spouse, child, or parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

#### BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or on nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceedings under or related to the FMLA.

#### ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Documentation is not needed for pregnancy or care & bonding claims,  
(unless a serious condition exists)

# Acknowledgement Letter



## Colorado Paid Family & Medical Leave (PFML) Plan Notice

We have partnered with Sun Life Assurance Company of Canada ("Sun Life") to provide paid family and medical leave administration and benefits. Plan benefits are available to most Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado.

### Employee contribution to premium

- Contributions may be collected via payroll from all Colorado employees. Review your paycheck to determine if contributions are being withheld. When collected, the contribution amount will never exceed the state's prescribed maximum.

### Benefits

- Qualifying conditions for paid family and medical leave:
  - Caring for a new child during the first year after the birth, adoption, or foster care placement
  - Caring for a family member with a serious health condition
  - Caring for your own serious health condition
  - Making arrangements for a family member's military deployment
  - Seek safety or support related to domestic violence, stalking, or sexual assault
  - Care for a newborn in a Neonatal Intensive Care Unit or higher level of care
- Employees are entitled to up to 12 weeks of paid family and medical leave per year. Employees with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per benefit year for a total of 16 weeks. Employees are entitled to up to 12 additional weeks for Neonatal Care Leave. Leave can be taken continuously, intermittently, or on a reduced schedule.
- You don't have to work for your employer a minimum amount of time in order to qualify for PFML benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

### Benefit calculation

Benefits will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. The calculation and maximum benefit will be as announced by the Division of Family and Medical Leave Insurance (FAMLI).



## Important Information Regarding Leave- Non-Classified Employees

### Overview

- Colorado State University partners with Sun Life Absence Management Solutions to manage employee leaves of absence.
- Any leave of absence type that you may be eligible for will run simultaneously where permitted by law. This may include Federal, State, local, and / or CSU (company) leaves of absence.
- **Please keep this information for your reference.**

### FMLA Entitlement and Job Protection

- Your leave request will be evaluated for eligibility under the Family and Medical Leave Act (FMLA). Under the FMLA, eligible employees are entitled to unpaid job-protected leave for covered leave reasons for a maximum of up to 12 weeks in a rolling 52-week rolling period measured forward from the first day the eligible employee takes leave.
- Under the FMLA, unpaid job-protected leave for Care of a Covered Servicemember is available for up to 26 weeks in a 52-week rolling period measured forward from the day you take leave for this reason.

### Applying for Leave

#### FAMLI, FMLA or Parental Leave

- You must submit your request for leave to Sun Life within 30 calendar days from the first day of absence. If you do not report your request within that time-period and there are no extenuating circumstances, there will be a delay in processing your claim and/or a denial of your leave.
- If there are extenuating circumstances that may excuse your delay in timely reporting, you must advise Sun Life when you file the request for leave.

### Use of Paid Time Off (Sick or Annual)

# Workday Entries

Leave of Absence Requests 3 items



Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
Sun Life Pending - Continuous Leave	03/06/2026	04/20/2026		05/31/2026

Leave of Absence Requests 3 items



Leave of Absence	Leave Return Event	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave	First Day Back at Work
Sun Life Pending - Intermittent Leave		02/16/2026	02/17/2026		02/16/2027	

Leave of Absence Requests 2 items



Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
FML	01/15/2026	01/16/2026		04/09/2026
FAMLI	01/15/2026	01/16/2026		05/21/2026

Leave of Absence Requests 2 items



Leave of Absence	Last Day of Work	First Day of Leave	Actual Last Day of Leave	Estimated Last Day of Leave
Intermittent FAMLI Leave	01/31/2026	02/01/2026		04/01/2026
Intermittent FML State Classified	01/31/2026	02/01/2026		04/01/2026

# Workers on Leave Report

Run the **Workers on Leave** report to show all employees in your department who are on leave or pending leave.

workers on leave

Workers on Leave Report

Workers on Leave

Organizations

Analytical Lab-JM (Gregory Dooley) (SUP-34017-JM)

**Tip:** Under **Organizations**, if you click **Ctrl-A**, then click the department checkbox, it will select the all.

Organizations

Include Workers Returned from Leave No

Include Pending Events No

More (73)

Include Subordinate Organizations No

9 items

Worker	Leave Type (Including Family)	Last Day of Work	First Day	Estimated Last Day	Actual Last Day	Total Days	Units Requested	Unit of Time	Hire Date	Supervisory Organization	Location	Manager
	FML > FML	01/15/2026	01/16/2026	04/09/2026		84 Days (estimated)	480	Hours	11/20/2015			
	FAMLI > FAMLI	01/15/2026	01/16/2026	05/21/2026		126 Days (estimated)	720	Hours	11/20/2015			
	FAMLI > FAMLI	01/09/2026	01/13/2026	04/05/2026		83 Days (estimated)	189.036	Hours	01/03/2023			
	FML > FML State Classified	01/09/2026	01/13/2026	04/05/2026		83 Days (estimated)	189.036	Hours	01/03/2023			
	CSU Leaves > Sun Life Pending - Continuous Leave	04/23/2026	04/24/2026	05/01/2026		8 Days (estimated)	48	Hours	01/04/2022			
	FAMLI > Intermittent FAMLI Leave		07/13/2025	07/13/2026		366 Days (estimated)	2088	Hours	08/16/2012			
	FAMLI > Intermittent FAMLI Leave		02/24/2025	08/24/2026		547 Days (estimated)	3128	Hours	12/07/2020			

# Decision Letter

Sent within 24 hours of decision



March 11, 2026

Cam T Ram  
1234 Old Main Road  
Fort Collins, CO 80523

**Re:** Claim: [REDACTED]  
Group Policy: 978964  
Group Policyholder: Colorado State University - Non-Classified

Dear Cam T Ram:

Thank you for submitting the completed paperwork we needed to review your leave of absence request. Below are the details and our decision(s) on each absence type. Please look over this information carefully because different absence types may have different decisions.

**Absence Benefit(s) with Payments**

Absence Type	Start Date	End Date	Decision	Absence Schedule
CO PFML-Employee+	03/02/2026	03/16/2026	Approved	Continuous

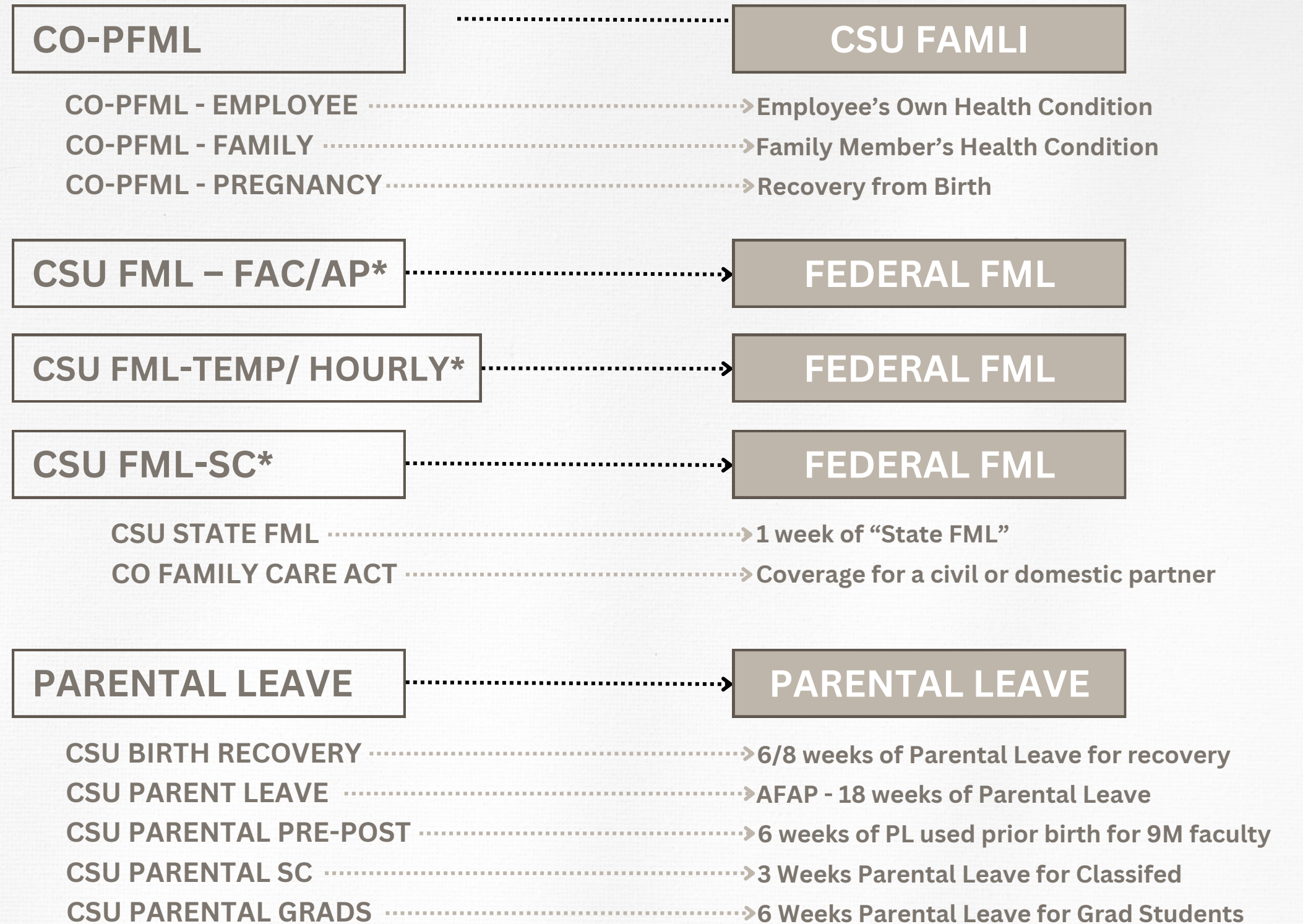
**Absence Benefit(s) without Payments**

Absence Type	Start Date	End Date	Decision	Absence Schedule
Fed FMLA+	03/02/2026	03/16/2026	Approved	Continuous

\*Leave may provide job protection

# Plan Descriptions

Sun Life created “company leaves” to support CSU leave provisions that differ from state or federal programs. This allows their system to accommodate plan-specific details, such as waiving the hours-worked requirement for non-temporary employees and including the additional week available to classified staff.



\*Leave will show denied if they meet the eligibility criteria for federal FML

# Sun Life Portal

Employees have full visibility into their claim through the Sun Life portal. They can see approved leave and duration, payment details, communications and actions needed.

▼ **Benefits applied**  
Details of the benefits applied to this claim

**Child Bonding**

▼ 01/20/2026 - 05/25/2026

Requested time and frequency breakdown

Past **Upcoming**

Requested	Type	Frequency
01/20/2026 - 05/25/2026	Continuous	N/A

**Benefits**

- Fed FMLA
- CO PFML-Family

▼ **Interaction Log**  
Employee, employer and third party interactions related to this claim

*Please note: As an employer, you may not be able to see all letters. This is to protect t*

Date	Activity	Contact	Summary
01/27/2026	Email	Claimant representative	Ongoing Management
01/27/2026	Phone	Claimant	Claim decision
01/26/2026	Email	Claimant representative	Emailed letter
01/26/2026	Letter Sent	Employer representative	<a href="#">Sun Life Claim #: NTN</a> The decision on your al you.
01/22/2026	Phone	Employer representative	Notification

▼ **Payments**  
Payments made to date

Date sent	Net amount	Benefit
01/28/2026	\$935.98	CO PFML-Family
02/02/2026	\$1,169.97	CO PFML-Family
02/09/2026	\$1,169.97	CO PFML-Family

# Return to Work

At the time of application, Workday will update the employee's status with the **estimated** return-to-work date provided to Sun Life, and department Absence Partners will receive a notification as that date approaches, prompting them to review the case and take any required next steps.


## Leave requires a Fitness to Return (Employee's own health condition)

**Return to Work:** The employee will submit a fitness to return certification to the **department Absence Partner** who will approve the action item if they are released to return on the estimated date.

## Leave does not require a Fitness to Return (Family member's health condition, care & bonding, etc.)

**Return to Work:** If the employee returns on the estimated date in Workday (action item in the Workday task inbox).

**Parental Leave:** Approve the return to work task when the employee completes the FAMLI and FML entitlement, even if they remain out on extended parental leave.



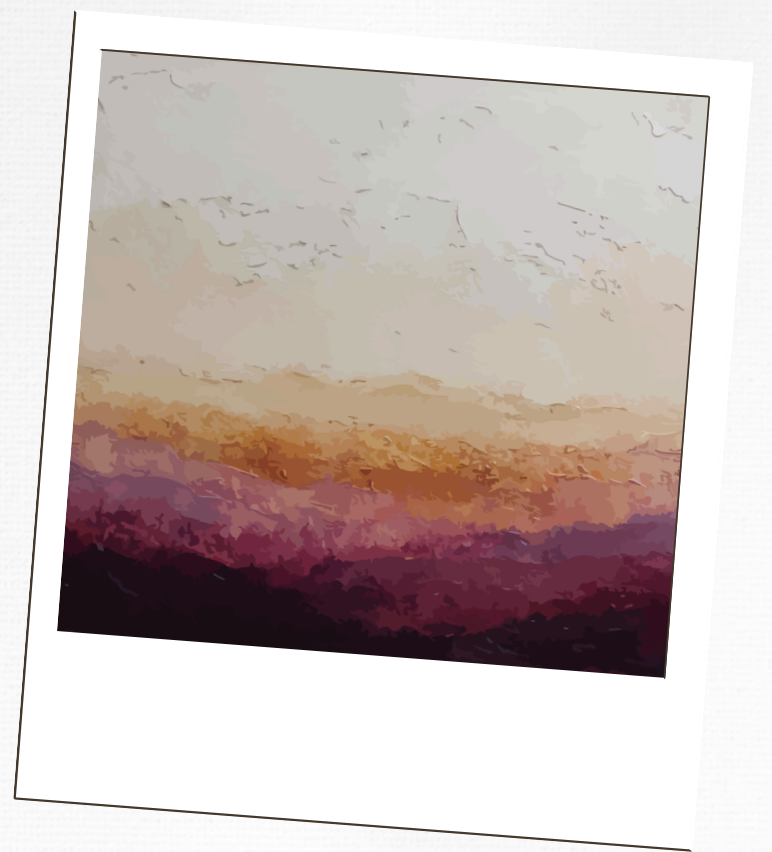
### Does Not Return to Work:

If they do not return to work on the estimated date, then the return can be "denied" and the employee should reach out to Sun Life to extend their absence.

### Leave is Exhausted:

If the employee has exhausted leave and has not returned to work, they should communicate with their department Absence Partner/Manager in next steps.

Often, an entry for leave without pay (or sick/annual time off, if available) will need to be entered by Absence Partner.



# Pay Issues

For questions about **FAMLI** benefit payments, employees should contact Sun Life first, as they administer and issue those payments. The CSU Benefits team can assist with troubleshooting or additional research if needed.

▼ Payments			
Payments made to date			
Date sent ▼	Net amount	Benefit	Period start/end dates
01/28/2026	\$935.98	CO PFML-Family	01/20/2026 - 01/25/2026 >
02/02/2026	\$1,169.97	CO PFML-Family	01/26/2026 - 02/01/2026 >
02/09/2026	\$1,169.97	CO PFML-Family	02/02/2026 - 02/08/2026 >
02/16/2026	\$1,169.97	CO PFML-Family	02/09/2026 - 02/15/2026 >
02/23/2026	\$1,169.97	CO PFML-Family	02/16/2026 - 02/22/2026 >

Payment date	Period start/end dates	Policy/Client number
02/02/2026	01/26/2026 - 02/01/2026	978964

Check/EFT	Check number	Net benefit amount
CHECK	0003523716	\$1,169.97

For questions related to **CSU pay**, such as top-off payments or the use of sick or annual leave during leave, employees should contact **CSU Payroll**. Questions specifically about leave entries in Workday can be directed to the Benefits team.

# CSU Human Resources

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555 S Howes St | Fort Collins CO 80523



970-491-6947



Workday Help Ticket



[hr\\_leave@colostate.edu](mailto:hr_leave@colostate.edu)

