

Manager ToolKit- FMLA/Parental leave

FMLA Guidelines

- Employee Eligibility- has to have worked at DU for more than 12 months (need not be consecutive or benefited)/worked more than 1250 hours in preceding 12 months
- Receive 12 weeks (counted by hours) of leave to be taken before baby's first birthday or 1 year from adoption or foster care placement date
- Guarantees leave, but not pay (staff refer to DU's parental pay schedule- based on current benefited service)
- Sick and Vacation accruals continue while on leave unless the maximum is reached (for staff members who accrue leave)

Leave of Absence Communication Form

- Employee provides a completed copy to the manager to communicate schedule;
- Intermittent parental leave is subject to the manager's approval and cannot be disruptive to business operations of the unit.

Certification of Health Care Provider (if applicable)/ Legal Documentation of adoption or foster care placement (if applicable)/ Notification

- The employee submits the appropriate form to Shared Services at least 30 days prior to event.
- Shared Services will email the manager confirmation when documentation is received.

Pioneer Time

- Shared Services will establish a Parental Leave/FMLA case in Pioneer Time and hours of absence will be tracked on the timecard. The leave balance will be viewable under the "Accruals" tab.
- Managers of non-exempt employees need to add the FMLA leave into Pioneer Time. A tool-kit is sent with the notification of leave approval.

Replacement Pool Funds

- The department may submit a Leave Request Form to receive funds from a central pool to assist in paying a temporary employee (or temporary salary increase for other staff) during the parental leave.

Post Leave/Transitioning back to work

A staff member who takes Parental Leave will be able to return to the same job or a job with equivalent status, pay, benefits and other employment terms. Managers are encouraged to consider the University's promotion flexibility and of family friendly policies when discussing return to work transitions with the employee. Managers should recognize that transition plans can be customized

based on the department and business need and managers should collaborate with Human Resources and Inclusive Community team to consult on the best approach and to formalize before or during leave.

Lactation Space and Breaks

[Section 7 of FLSA](#) requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk.

As a resource for managers and employees, a [map](#) has been created for lactation spaces.