

Faculty Request Form for Public Health Emergency Childcare Leave

Effective 1/1/2021

The leave previously granted under the Families First Coronavirus Response Act (FFCRA) has expired effective 12/31/2020. Starting January 1, 2021, there is new leave guidance available that is dictated by the [State of Colorado Healthy Families and Workplaces Act](#).

Employees will be allowed to utilize their sick leave to care for a child whose childcare facility or school is closed due to the public health emergency. Employees are entitled up to 80 hours of sick leave (based on proration). If the employee does not have 80 hours of sick leave accrued, the department will supplement the hours up to 80 hours or their eligible prorated amount. After those 80 hours, sick leave can continue to be used but there will not be additional leave provided by CU.

As with the prior FFCRA, the 80 hours of emergency leave is a one-time allotment and can be used for many reasons surrounding COVID including isolation, quarantine, or caretaking. Please visit the [HR COVID](#) site for more information, including payroll codes and full definitions.

Instructions

When making a request for childcare leave, applicants must:

- Submit this completed leave request form to the Central HR Leave Team via email to Leave@colorado.edu.
 - The leave team will process the request and ensure a copy of this form is sent to the faculty member's Dean's Office for further review.
 - Please address all questions to the leave team.
- Work with their primary unit (department or program) Chair or Director to determine which option (see options 1 and 2 below in the Leave Request Information section) is most appropriate given their unit's teaching needs as well as the faculty member's childcare needs; if the faculty member is rostered in an institute, please also include the Institute Director in determining which option is appropriate.
- Notify their Dean's Office liaison that the request is being submitted before routing the form to the Central HR Leave Team for approval.

Additional Information

- After the exhaustion of a faculty member's sick leave balance, any additional leave will be unpaid.
- Pre-tenure faculty will not be granted a tenure clock stoppage, as an automatic one-year clock stoppage has already been granted to this group of faculty due to the COVID-19 pandemic.

Faculty Member Information

Name:

Employee ID #:

Rank (instructor/senior instructor, or assistant/associate/full professor):

If rostered in an Institute, please include institute name:

Primary Unit (department or program):

College/School:

Leave Request Information

I am requesting the following type of arrangement for the Spring 2021 semester due to a need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19:

Please choose one of the following.

- **Option 1: I am requesting a reduction in teaching, research, and/or service. I understand that my sick leave accruals will be used to cover this leave and that any remaining leave after the exhaustion of my sick leave accruals will be unpaid.**

Current Contract Duties:

Teaching	_____ %	Service	_____ %
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Research	_____ %	Total Appointment	_____ %
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Requested Duties to be updated due to a need for childcare leave:

Teaching	_____ %	Service	_____ %
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Research	_____ %	Total Appointment	_____ %
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I am requesting that this change in duties be in effect from

Start Date: _____ to End Date: _____

Please include any additional information about your request below:

- **Option 2: I am requesting a remote teaching schedule for the Spring 2021 semester and wish to continue my teaching, research, and service duties as they have been assigned to me.**

Childcare Information

Do you have a spouse or partner that works for CU and will also be requesting leave?

_____Yes _____No

Name of the child being cared for:

Name of the school, place of care, or childcare provider that has closed or become unavailable:

Explanation as to why there is no other suitable person available to care for child:

Please sign, submit this leave request form to your Chair/Director for signature and approval, and send the form to Leave@colorado.edu. Human Resources will contact you within five business days to complete its review of your request, after which the form will continue in the approval process at the level of the dean and campus (Office of Faculty Affairs). By submitting this request, you certify and acknowledge that the information submitted is true, accurate and will be subject to verification.

Faculty Member Signature

Date

Approved By:

Primary Unit Chair/Director

Dean of the Institutes (if applicable)

Institute Director (if applicable)

OFA Initials

Central HR Leave Coordinator

Vice Provost and Associate Vice Chancellor for Faculty Affairs

Dean