

	CMU Paid Annual Leave (accrued)	CMU Paid Sick Leave (accrued)	CMU Discretionary Leave (2 days/FY)	Federal: Family Medical Leave (FMLA)	(NEW) State of CO: Paid Family Medical Leave (PFML)	(NEW) State of CO: Healthy Families Paid Sick Leave (accrued)	(NEW) Public Health Emergency Leave (PHEL)	FFCRA/EPFL/EPHL (COVID Leave)
Definition	Provides personnel with paid time off at a specified accrued rate (based on position & year of service). Requests must be made in advance of time off.	Provides personnel with paid time off to attend to their own health or medical needs, recovery from illness or non-work related injuries. Or to assist with medical needs of a parent, child, spouse, domestic partner, etc.	Provides personnel with 2 days per FY of paid time off. Requests should be made in advance of time off.	Unpaid, job-protected leave is provided to employees with at least 12 months of service for the birth/adoption of baby, care for immediate family member or other serious health condition.	Provides Classified employees with up to 80 hours of paid leave (pro-rated for part-time) per rolling 12 month period when employees are eligible & qualify for FMLA.	Non-benefit eligible employees will accrue 1 hour of paid sick leave for every 30 hours worked to a maximum accrual of 48 hours in a fiscal year. If employee is rehired within 6 months of separation, must reinstate unused paid sick leave the employee had accrued.	Up to 80 hours (pro-rated for part-time), job protected leave, can be used for any one or all of the reasons during the entirety of a public health emergency. Will be at full base pay rate.	Active April 1, 2020 - December 31, 2020 due to COVID-19 Pandemic. FFCRA: Families First Coronavirus Response Act EPFL: Emergency Paid Sick Leave EPHL: Emergency Public Health Leave
Faculty, Full-Time Benefit Eligible (Professors, Associate Professors, Assistant Professors, Instructors 0.75FTE +)	ONLY 12-month faculty are eligible for Annual Leave	Eligible	Eligible	Eligible	Not Eligible	Embedded in the CMU Accrued Paid Sick Leave	Eligible	Expired 12/31/2020
Faculty, Part-Time/Adjunct (not benefits-eligible)	Not Eligible	Not Eligible	Not Eligible	Eligible (if eligibility requirements are met)	Not Eligible	Eligible	Eligible	Expired 12/31/2020
Forms Required	Leave Request Form	Leave Request Form	Leave Request Form	FMLA Forms & Leave Request Form	n/a	Leave Request Form	COVID Leave Form	n/a
Administrative Staff, Full-Time Benefits Eligible (0.75 FTE +)	Eligible	Eligible	Eligible	Eligible	Not Eligible	Embedded in the CMU Accrued Paid Sick Leave	Eligible	Expired 12/31/2020
Administrative Staff, Part-Time/Temps (Not benefits-eligible)	Not Eligible	Not Eligible	Not Eligible	Eligible (if eligibility requirements are met)	Not Eligible	Eligible	Eligible	Expired 12/31/2020
Forms Required	Leave Request Form	Leave Request Form	Leave Request Form	FMLA Forms & Leave Request Form	n/a	Leave Request Form	COVID Leave Form	n/a
	State of CO Paid Annual Leave (accrued)	State of CO Paid Sick Leave (accrued)	CMU Discretionary Leave	Federal: Family Medical Leave (FMLA)	(NEW) State of CO: Paid Family Medical Leave (PFML)	(NEW) State of CO: Healthy Families Paid Sick Leave (accrued)	(NEW) Public Health Emergency Leave (PHEL)	FFCRA/EPFL/EPHL (COVID Leave)
Classified Staff - Part-Time & Full-Time (Benefits-eligible)	Eligible	Eligible	Not Eligible	Eligible	Eligible	Embedded in the State of CO Accrued Paid Sick Leave	Eligible	Expired 12/31/2020
Classified Staff - Temps (Not benefits-eligible)	Not Eligible	Not Eligible	Not Eligible	Eligible (if eligibility requirements are met)	Not Eligible	Eligible	Eligible	Expired 12/31/2020
Forms Required	Leave Request Form	Leave Request Form	n/a	FMLA Forms & Leave Request Form	FMLA Forms & Leave Request Form	Leave Request Form	COVID Leave Form	n/a
	CMU Paid Annual Leave (accrued)	CMU Paid Sick Leave (accrued)	CMU Discretionary Leave	Federal: Family Medical Leave (FMLA)	(NEW) State of CO: Paid Family Medical Leave (PFML)	(NEW) State of CO: Healthy Families Paid Sick Leave (accrued)	(NEW) Public Health Emergency Leave (PHEL)	FFCRA/EPFL/EPHL (COVID Leave)
Student Employees	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Eligible	Eligible (pro-rated average of 40 hours)	Expired 12/31/2020
Forms Required	n/a	n/a	n/a	n/a	n/a	Student Timecard	Student Timecard	n/a