

## **FAMLI Leave Tracking** <sup>[1]</sup>

### **How to track and report your leave.**

The employee, supervisor and HR partner will receive instructions how to enter any supplemental time, which includes sick, vacation and paid parental leave. If supplemental leave is not entered, the portion of wages not paid by FAMLI will be unpaid.

If an employee has exhausted sick and vacation leave, they should not be placed on leave without pay in Job Data. FAMLI is still considered paid time. Leave, for monthly payroll, is processed one month after the leave is taken. Please review the [roles and responsibilities guide](#) <sup>[2]</sup> outlining how pay and leave will be processed. If an employee terminates their appointment during or after leave, there is a possibility the employee will owe CU wages they were paid, and the leave was not yet processed.

### **Additional timekeeping resources**

- [CU FAMLI Timekeeping Tutorial for PPLs](#) <sup>[3]</sup>
- [FAMLI pay timing scenarios](#) <sup>[4]</sup>
- [Entering FAMLI supplemental leave or other leave types in MyLeave](#) <sup>[5]</sup>
- [Timekeeping system guidelines](#) <sup>[6]</sup>

### **Groups audience:**

Employee Services

### **Right Sidebar:**

ES: HR - Leave Team Contact

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**Source URL:** <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/cu-famli-leave/famli-leave-tracking>

### **Links**

- [1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/cu-famli-leave/famli-leave-tracking> [2] <https://www.cu.edu/docs/leave-program-roles-and-responsibilities>  
[3] <https://vimeo.com/907618840/72c77b632b> [4] <https://www.cu.edu/docs/famli-pay-timing-scenarios>  
[5] <https://www.cu.edu/docs/entering-famli-supplemental-leave-myleave>  
[6] <https://www.cu.edu/docs/timekeeping-system-guidelines-cu-famli-leave>