



Colorado's Family and Medical Leave Insurance (FAMLI) Program

# ADMINISTRATOR FACT SHEET

## What is FAMLI?

The FAMLI program will ensure all Colorado workers have access to paid leave in order to take care of themselves or their family during life circumstances that pull them away from their jobs – like growing their family or taking care of a loved one with a serious health condition. Eligible employees will receive up to twelve weeks of leave. FAMLI will start providing benefits to employees beginning January 1, 2024.

## What are Your Employer Responsibilities?

- » Employers and their employees are both responsible for funding the program and may split the cost 50/50. The premiums are set to 0.9% of the employee's wage, with .45% paid by the employer and .45% paid by the employee.
- » Employers with nine or fewer employees do not have to contribute to the program, but do need to remit their employees' share (.45%) of premium payments on behalf each quarter. This can be done through a simple payroll deduction.
- » Employers who offer their own paid leave program may apply for an exemption.

# ADMINISTRATOR FACT SHEET

## Employer Steps to Prepare for FAMLI

- 1. Determine how FAMLI will apply to your business »** How many people do you employ? What portion of the costs will you cover?
- 2. Estimate your Premium Liability »** Use the calculator on the FAMLI website, or for multiple employees, use the set formula and rate to create a spreadsheet that works for your business needs.
- 3. Consider Your Plan Options »** While markets for private plans are not yet available and details on self-insured options are still forthcoming, you should plan conversations with your insurance brokers and financial planners.
- 4. Update Your HR Manuals and Communicate With Your Employees »** Beginning in Fall 2022, you will want to begin incorporating language into employee manuals regarding premium deductions. Beginning in Fall 2023, you will want to adopt clear guidance and communications to employees around FAMLI benefits.
- 5. Register With the FAMLI Division »** Set up your account and notify us about your private plan. Expect forthcoming information about how to complete this process.
- 6. Be Ready to Collect Premiums »** If you use a payroll company, or if you process payroll yourself, you will need a plan to both have the FAMLI premiums deducted and submitted to CDLE beginning January 1, 2023.
- 7. Ask Us Questions »** we are committed to helping you navigate the new program and ensuring your success. Reach out to us at [CDLE\\_FAMLI\\_info@state.co.us](mailto:CDLE_FAMLI_info@state.co.us).



**COLORADO**

Family and Medical Leave  
Insurance Program (FAMLI)

Department of Labor and Employment