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## EMPLOYEE SERVICES

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# Leave Sharing

## Leave Sharing

Leave sharing is a university benefit available to all university staff (formerly officers and exempt professionals), faculty members on 12-month appointments and permanent state classified employees. Each campus establishes its own leave-sharing program that complies with the basic procedural standards in the University of Colorado Administrative Policy Statement, "[Leave Sharing](#) [1]."

Contact your campus human resources office to review these policies, and get information about eligibility requirements, donating leave, etc. Additional information is also provided for state classified employees on [page 16 of the Colorado Employee Handbook](#) [2].

## Entering Leave-Sharing Hours

Use the following earnings code(s) when entering leave-sharing donations, leave bank awards and leave bank usage in the Human Resources Management System (HRMS) Time Collection:

**LVS-Leave Sharing:** This is an adjustment code that **reduces** the vacation balance for an employee who donates a portion of their vacation balance to a campus leave-sharing program. LVS hours are entered in Time Collection as a negative ( ? ) number to **reduce** the employee's vacation balance.

**LBA-Leave Bank Award:** This is an adjustment code that **increases** the sick leave balance of an employee who has been awarded leave-sharing hours. LBA hours are to be entered in Time Collection as a **positive** number to **increase** the sick leave hours available for the employee to use. LBA can be entered in Time Collection in the same pay period as the usage.

**LBU-Leave Bank Usage:** This is the leave earnings code that **reduces** an employee's awarded sick leave balance when entered in Time Collection. Input in Time Collection is to be entered as hours only (not amounts). LBU can be entered in Time Collection in the same pay period as the award balance update (LBA). The LBU earnings code can only be used if the employee is in an **active** pay status in the HRMS.

Employee Services' procedure for paying an employee a Leave-Sharing Award when the employee is in **No Pay (i.e. Not Active)** status is as follows:

