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## EMPLOYEE SERVICES

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[Home](#) > Vacation and Sick Leave - University Staff/Others

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# Vacation and Sick Leave - University Staff/Others

***For this section only, the employment categories ?Officers,? ?University Staff,? and ?12-month Faculty? will be referred to as ?University Staff.?***

The university provides vacation and sick leave for officers, university staff and 12-month faculty paid monthly through Human Capital Management (HCM). (Read the [Board of Regents policy](#) <sup>[1]</sup> for more information.)

Faculty appointed on an academic-year basis on contract pay do not accrue vacation and sick hours. However, they may be eligible for a sick leave benefit. For more information on faculty accrual eligibility, contact the chairperson or head of your department. Review [faculty vacation and sick leave benefit eligibility](#), based on job code <sup>[2]</sup>.

Vacation and sick leave usage must be recorded in HCM for university staff. Accruals are based on job code, leave eligibility and percentage of appointment. Faculty in the 1300 job class series on 12-month appointments do not need this box checked to accrue leave correctly. **(Note: Faculty members appointed on an academic-year basis who are paid by contract in HCM do not accrue vacation and sick leave.)**

## Accruals for University Staff

### **Vacation Accruals:**

The vacation leave accrual rate for 100-percent-time regular employees is 22 days per year (14.67 hours per month). If the employee's appointment is less than full time, the amount of vacation leave accrued is pro-rated based on the total number of hours worked each month. The maximum vacation leave accrual is 44 days (352 hours) as of June 30 each fiscal year\*. Employees annually forfeit amounts that exceed the maximum accrual. On some campuses, these hours may be donated to the Leave Bank before forfeiture. For more information, contact your human resources department.

*\*Some campus departments may have a reduced maximum accrual provision. Please check with your department chair, dean or director.*

### **Sick Accruals:**

The sick leave accrual rate is 15 days per year (10 hours per month). If the employee's appointment is less than full time, the amount of sick leave accrued is pro-rated. There is no

maximum sick leave accrual.

## Calculation for University Staff Vacation and Sick Leave

Full-time employees who work or are on paid leave (approved usage of vacation or sick) for 100 percent of the month, receive 100 percent accrual for vacation and sick leave. For employees who work or are on paid leave (approved usage of vacation or sick) less than a full month\*\*, leave accrual is calculated by dividing the number of hours the employee worked or was on paid leave by the total number of work hours in month. (See FORMULA below.)

*\*\*The total physical work time, plus vacation and sick usage is less than 100 percent of time for the month. These employees are considered to be part time, but they must be regular employees, not temporary employees.*

### FORMULA:

Hours worked (including paid leave) during the month  
Divided by total number of work hours in month

### EXAMPLE FOR APRIL 2004 (22 working days in the month):

$$\begin{aligned} & \frac{140 \text{ hours worked}}{\text{Divided by } 176 \text{ total work hours in month (22 x 8)}} \\ & = .795454 \text{ (pro-ratio factor)} \end{aligned}$$

In this example, an employee whose vacation leave accrual rate is 14.67 hours would earn **11.67** hours vacation accrual for the month. The same employee, whose sick leave accrual rate is 10 hours would earn **7.95** hours sick leave accrual for the month. (14.67 x .795454 = 11.67 hours vacation and 10 x .795454 = 7.95 hours sick leave)

## Recording University Staff Vacation and Sick Leave ? Usage, Adjustments, Payout

Recording Usage: Leave usage (vacation and sick leave) is entered in Time Collection for hours used during the prior month by employing the following calculation (both online and with department records). Usage is recorded using the quarter-hour calculation to be consistent with recording work and overtime hours. For example, if an employee is on vacation or sick leave from 2 - 3:08 p.m., round to the closest quarter-hour and report 1.25 hours of usage. If an employee is on vacation or sick leave from 2 - 3:07 p.m., round to the closest quarter-hour and report 1.00 hours of usage.

Recording Adjustments: If at any time leave balances shown in HCM appear to be incorrect, they may be corrected through Time Collection. The department must make this adjustment in HCM. (Use earnings code VAA for vacation balance adjustments and SCA for sick balance adjustments.)

**Note:** When an employee is transferred to another department/unit/campus, the transferring department must provide the receiving department a copy of the employee's internal work record in a timely manner. Some campuses require payout of vacation when an employee transfers and is paid by non-general funds. Please check with your department chair, dean or director.

Recording Payout: Unused, accrued leave for eligible employees upon retirement or

termination is recorded and paid by entering VCT and SKS in Time Collection. See the [Entering Separations Guide](#) [3] for specific procedures and eligibility criteria.

**Note:** Transfers from professional exempt employment to a nine-month, academic-year faculty appointment are eligible to receive a vacation and/or sick payout (if eligible).

The vacation and sick leave buyouts are governed by [Regents Policy # 11-E](#) [4]. Per this policy, when a university staff employee transfers to a nine-month faculty appointment, he/she is eligible to receive a buyout for 25 percent of unused sick leave only if the employee meets the age and service requirements for retirement at the time of transfer. This is because the employee would be considered to have resigned, retired or been laid off (based on the situation) from his/her university staff job. If the employee does not meet the age and service requirements for retirement, he/she forfeits existing sick balances and is only paid for unused vacation.

## Vacation/Sick Conversion for University Staff

You will lose any vacation leave balances that exceed the maximum accrual rates on July 1 of each fiscal year. In most cases, the maximum allowed is 352 hours, or 44 days\*. On some campuses, hours above the maximum accrual may be donated to the Sick Leave Bank before this reduction. Please contact your campus human resources department for Leave Bank information.

*\*Some campus departments may have a reduced maximum accrual provision. Please check with your department chair, dean or director.*

There is no provision for converting excess sick leave hours to vacation hours for professional exempt employees. (The 5-to-1 conversion for excess sick hours only applies to [state classified employees](#) [5].)

### Groups audience:

Employee Services

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**Source URL:** <http://www.cu.edu/employee-services/vacation-and-sick-leave-university-staffothers>

### Links:

[1] <http://www.cu.edu/regents/policy-11e-leave-policies-university-staff-and-twelve-month-faculty>

[2] <http://www.cu.edu/employee-services/policies/benefit-eligibility-matrix>

[3] <http://www.cu.edu/hcm-community/step-step-guide-entering-separations>

[4] <http://www.cu.edu/ope/aps/5021>

[5] <http://www.cu.edu/employee-services/vacation-and-sick-leave-classified-staff>