



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

EMPLOYEE SERVICES

Published on *University of Colorado* (<http://www.cu.edu>)

[Home](#) > My.Leave - Setting Your Preferences


My.Leave - Setting Your Preferences

Using this guide, you'll learn how to set employee work hours and schedule preferences through the My.Leave channel in the CU portal.

These settings are applied when an employee creates a leave request or enters regular hours worked, and for employee work record creation.

Note: includes set-up for 9/80 flex schedule

Files:

 [my.leave-setting-your-preferences.pdf](#)^[1]

Source URL: <http://www.cu.edu/employee-services/policies/myleave-setting-your-preferences>

Links:

[1] http://www.cu.edu/sites/default/files/policies/2204-my.leave-setting-your-preferences/files/my.leave-setting-your-preferences_3.pdf