

# **Vacation and Sick Time Leave Policies** <sup>[1]</sup>

## **Vacation and Sick Leave**

As a CU employee, you'll accrue vacation and sick leave based on what type of employee you are (university staff member, classified staff member or faculty member.)

Regardless of your employment type, you must request and record leave using the My Leave system, accessible through the [employee portal](#) <sup>[2]</sup>. (Exception: Some departments use physical timecards/timesheets.) Use these resources for help recording leave:

- [My Leave Setting up Preferences and Submitting Time](#) <sup>[3]</sup>
- [My Leave guides](#) <sup>[4]</sup>
- [University Staff and Officers](#)
- [Classified Staff](#)

## **Vacation**

CU allows you to accrue a maximum of 44 days (or 352 hours) of vacation within a fiscal year (July 1 - June 30). If you meet this maximum, you must either take or schedule vacation before June 30, or you will lose it.

CU System allows employees to donate vacation hours to a leave bank to avoid forfeiting it. Contact your campus HR office for more information.

## **Sick time**

You can accrue an unlimited amount of sick leave without ever losing it.

	<b>University staff (full time) and Officers</b>	<b>University staff (less than full time)</b>
<b>Vacation</b>	22 days a year (14.67 hours a month)	Prorated based on the total number of hours worked each month.
<b>Sick time</b>	15 days a year (10 hours a month)	Prorated based on the total number of hours worked each month

## **How to calculate prorated leave for employees who work less than full time**

If you work each day within a given month (this includes if you take paid leave during the

month), you'll accrue the full amount of leave for which you're eligible (see table below). However, if your monthly work hours total less than 100 percent time for the month, you will not receive your full vacation and sick time accrual. Instead, CU will use the following formula to calculate how much leave you'll accrue.

**Formula:** Number of hours worked (including those taken as paid leave) / total number of work hours in the month

**Example:** In April 2016, there are 21 working days, or 168 working hours (21 x 8). If John, a university staff member, works 140 hours that month, you would divide 140 by 168 to get his proration factor of 0.833333. Multiply that number by 14.67 - the amount of vacation leave John normally accrues each month - and you'll find that John will accrue 12.23 hours of vacation for April. Using the same formula to calculate sick time accrual (0.83333 x 10), John will accrue 8.34 hours of sick time for April.

## Vacation

	Years of service	Length of entire State of Colorado service	Monthly accrual	Maximum accrual within a fiscal year (July 1 - June 30)
	1 - 3	0 - 36 months	8 hours	192 hours (24 days)
	4 - 5	37 - 60 months	9 hours	216 hours (27 days)
<b>Vacation</b>	6 - 10	61 - 120 months	11 hours	264 hours (33 days)
	11 - 15	121 - 180 months	13 hours	312 hours (39 days)
	16 or more	181 months or more	16 hours	384 hours (48 days)

## Sick time

While most classified staff employees can accrue a maximum of 360 hours of sick time each fiscal year\*\*, if they exceed that limit by fiscal-year end, CU will add to their vacation leave banks by automatically converting any hours over the maximum into vacation hours. To calculate this conversion, CU uses a 5-to-1 ratio (5 sick hours become one vacation hour).

Full- and part-time classified staff employees hired after July 30, 1988, can accrue a maximum of 360 hours of sick time. For employees with a sick balance as of July 30, 1988 (referred to as "frozen sick balance"), the maximum accrual is that frozen sick balance **plus** 360 hours. Regardless of the employee's accrual balance, **no more than 80 hours of sick leave can be converted to vacation each year (equal to 16 hours).**

**Note:** If a employee exceeds his/her maximum **and** sick leave accruals, CU will reduce the vacation leave balance to the maximum allowance *before* it converts the employee's sick leave into vacation leave. After we perform that conversion, we will NOT reduce the employee's vacation leave again.

**Full-time classified staff**

**Part-time classified staff**

**Sick time**

6.66 hours a month

Prorated based on the total number of hours worked each month.

Maximum allowed accrual each fiscal year (July 1 - June 30)

360 hours (Note: Classified staff members who were grandfathered into a sick leave balance allowance clause will have a higher allowed maximum, based on their unused sick leave balance from June 30, 1988, plus an additional 360 hours.)

**How to calculate prorated leave for employees who work less than full time**

If you work each day within a given month (this includes if you take paid leave during the month), you'll accrue the full amount of leave for which you're eligible (see table above). However, if your monthly work hours total less than 100 percent time for that month, you will not receive your full vacation and sick time accrual. Instead, CU will use the following formula to calculate how much leave you'll accrue:

**Formula:** Number of hours worked (including those taken as paid leave) / total number of work hours in the month

**Example:** In April 2016, there are 21 working days, or 168 working hours (21 x 8). If Kelley, a classified staff member who has worked for CU for three years, works 140 hours that month, you would divide 140 by 168 to get her proration factor of 0.833333. Multiply that number by 8 - the amount of vacation leave Kelley normally accrues each month - and you'll find that Kelley will accrue 6.67 hours of vacation for April. Using the same formula to calculate sick time accrual (0.833333 x 6.66), Kelley will accrue 5.55 hours of sick time for April.

For more information about classified staff leave policies, visit the [Division of Human Resources website through the Colorado Department of Personnel & Administration](#). [5]

**Other resources**

- [Leave and time off for state classified employees](#) [5]
- [State of Colorado Personnel Board Rules and Personnel Director's Administrative Procedures](#) [6]
- [Technical Assistance: Time Off \(from the Division of Human Resources\)](#) [7]

**Groups audience:**

Employee Services

**Right Sidebar:**

ES: HR - Contact

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**Source URL:**<https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/vacation-and-sick-time-leave-policies>

### **Links**

[1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/vacation-and-sick-time-leave-policies> [2] <http://my.cu.edu> [3] <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave> [4] <https://www.cu.edu/employee-services/payroll/self-service/my-leave> [5] <https://dhr.colorado.gov/state-employees/time-off-leave> [6] <https://www.cu.edu/docs/state-colorado-personnel-board-rules-and-personnel-directors-administrative-procedures> [7] <https://www.cu.edu/docs/technical-assistance-time>