



# University of Colorado

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## BOARD OF REGENTS

### 11. COMPENSATION AND BENEFITS

#### Policy 11.E: Leave Policies for Employees

##### 11.E.1 Vacation

###### (A) Nine-Month Faculty

- (1) **Accrual.** Nine-month faculty on academic appointments do not accrue vacation leave.
- (2) **Compensation.** N/A.

###### (B) University Staff and Twelve-Month Faculty

- (1) **Accrual.** Full-time university staff and faculty on twelve-month appointments are eligible to receive twenty-two (22) working days (176 hours) of paid vacation annually. ~~earned as 14.67 hours per month. An eligible employee who works part time (less than 100%) accrues vacation on a prorated basis.~~ Eligible employees on leave without pay, except for military leave without pay and furloughs, do not accrue vacation leave. Vacation accrual may not exceed forty-four (44) days (352 hours) on ~~July~~ September 1 of every year.
  - i. For employees paid on a monthly schedule, vacation leave is earned as 14.67 hours per month and is prorated for employees who work part-time (less than 100%).
  - ~~(1)~~ ii. For employees paid on a biweekly schedule (salaried or hourly), vacation leave is earned at .085 hour per hour worked.
- (2) **Compensation.** Direct compensation is not provided in lieu of use of earned vacation. Upon retirement or termination of employment, not including transfers or intent to be rehired at CU within thirty (30) days, direct payment is made in the equivalent amount of the employee's earned unused vacation time up to a maximum of forty-four (44) days (352 hours) per separation from employment from the university. Vacation payout will be calculated at the employee's compensation rate at the time of each separation from employment.
  - (a) For business needs, a campus may create a policy to pay all or a portion of the vacation accrual, up to the maximum of forty-four (44) days (352 hours), without formal separation from the university. The campus policy must include eligibility criteria, funding sources, and maximum leave payout.

- 45 (C) Classified Staff  
46  
47 (1) Leave benefits for classified staff are governed by the State of Colorado  
48 Personnel Board Rules.  
49

50 11.E.2 Sick Leave  
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52 (A) Nine-Month Faculty  
53

- 54 (1) **Accrual.** Sick leave benefits shall be available to faculty on nine-month  
55 appointments. Nine-month faculty on a 100% appointment will accrue  
56 eleven (11) days (88 hours) of sick leave annually, beginning on the first  
57 day of their eligible appointment. Eligible faculty who are on a part-time  
58 (less than a 100%) appointment accrue sick leave on a prorated basis.  
59 Eligible faculty on leave without pay, except for military leave without pay  
60 and furloughs, do not accrue sick leave.  
61  
62 (2) **Compensation.** No compensation for unused sick leave shall be paid  
63 upon separation from employment with the university.  
64

65 (B) University Staff and Twelve-Month Faculty  
66

- 67 (1) **Accrual.** Full-time university staff and faculty on twelve-month  
68 appointments are eligible to receive fifteen (15) working days (120 hours) of  
69 paid sick leave annually, ~~earned as 10 hours per month.~~ Accrual begins on  
70 the first day of eligible appointment. ~~Eligible employees who are on a part-~~  
71 ~~time (less than 100%) appointment accrue sick leave on a prorated basis.~~  
72 Employees on leave without pay, except for military leave without pay and  
73 furloughs, do not accrue sick leave.

74 i. For employees paid on a monthly schedule, sick leave is earned  
75 as 10 hours per month and is prorated for employees who work  
76 part-time (less than 100%).

77 ii. For employees paid on a biweekly schedule (salaried or hourly),  
78 sick leave is earned at .058 hour per hour worked.  
79

80 (2) **Compensation.**  
81

- 82 (a) Unused, accrued sick leave may be compensated when the employee  
83 separates from employment with the university and meets the age  
84 and service eligibility requirements for University of Colorado's Post-  
85 Retirement Benefits, per Board of Regent Policy 11.D.3.  
86  
87 (b) Once the sick leave compensation is paid, the employee's remaining  
88 accrued sick leave balance will be removed, leaving the accrued sick  
89 balance at zero hours. An employee is eligible for sick leave  
90 compensation one time only, unless the employee rescinds their  
91 retirement with both CU and their respective retirement vendor and is  
92 subsequently employed in a leave-eligible position, in which case the  
93 eligible sick leave compensation will again be paid upon separation  
94 from the university.

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- (c) If an employee dies while actively employed, the spouse or estate will be compensated.
  
- (d) The employee's maximum sick leave accrual for purposes of compensation is 120 days (960 hours). The maximum compensation payout is 30 days (240 hours), which is ¼ of the employee's maximum sick leave accrual, except as noted below. If an employee's sick leave accrual balance is less than 120 days (960 hours), the compensation payout is ¼ of the balance the employee has accrued.
  - (i) For university staff and faculty on twelve-month appointments, accruals for the purpose of the maximum sick leave compensation will be based upon documented departmental sick leave records verified as of May 1, 2001.
  
  - (ii) Any employee whose documented accrued sick leave was in excess of 120 days (960 hours) on May 1, 2001, will use the entire accrued balance as of May 1, 2001, to identify their maximum sick leave accrual for purposes of compensation. These employees will be eligible to receive compensation payment for one-fourth (¼) of any unused portion of the accrued balance.
  
- (e) Sick leave payment will be calculated at the employee's compensation rate at the time of each retirement-eligible separation from the university or upon death.

(C) Classified Staff

Leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.

(D) All Other Faculty on Semester or Academic Year Agreements/Contracts (including student faculty)

- (1) All other faculty and student faculty on a 100% appointment shall be eligible for three (3) days (24 hours) of sick leave per semester but no more than nine (9) days (72 hours) annually. Accrual begins on the first day of eligible appointment. An eligible employee who works part-time (less than 100%) accrues sick leave on a prorated basis. Employees on leave without pay, except for military leave without pay and furloughs, do not accrue sick leave.
  
- (2) Accrual may not exceed six (6) days (48 hours) on July 1 of every year.

- 143 (3) Up to six (6) days (48 hours) of accrued sick leave may be carried over  
144 from year to year. C.R.S. § 8-13.3-403(3)(b).  
145  
146 (4) Compensation. No compensation for unused sick leave shall be paid upon  
147 separation from the university.  
148  
149 (E) All other Paid Employees (including non-contract temporary, working retirees,  
150 and student hourly employees)  
151  
152 (1) Other employees paid monthly or hourly are eligible to accrue 0.034 hours  
153 of sick leave for every hour worked. Accrual begins on the first day of  
154 eligible appointment. ~~An eligible employee who works part-time (less than~~  
155 ~~100%) accrues sick leave on a prorated basis.~~ Employees on leave without  
156 pay, except for military leave without pay and furloughs, do not accrue sick  
157 leave.  
158  
159 (2) Accrual may not exceed six (6) days (48 hours) ~~on July 1 of every year.~~  
160  
161 (3) Up to six (6) days (48 hours) of accrued sick leave may be carried over  
162 from year to year. C.R.S. § 8-13.3-403(3)(b).  
163  
164 (4) Compensation. No compensation for unused sick leave shall be paid upon  
165 separation from the university.  
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### 167 11.E.3 Other Types of Leave

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169 The president may establish additional types of leave as determined by federal and  
170 state law or as deemed necessary for specific employment classifications. Examples  
171 include: court and jury leave, military leave, bereavement leave, leave for job-related  
172 illnesses and injuries, leave without pay, parental leave, administrative leave, leave  
173 sharing and furloughs.  
174

### 175 11.E.4 Verification of Leave Accruals and Recording Leave Usage

- 176  
177 (A) Each employee ~~and supervisor~~ is responsible for requesting and recording  
178 maintaining accurate and complete vacation and sick leave on a timely basis  
179 ~~records within their department or unit.~~ These records will be used to verify leave  
180 benefits involved in termination, retirement, or transfer. This record must  
181 ~~accompany termination documents~~ be accurate within the HCM for payment of  
182 annual leave and sick leave if eligible for retirement.  
183  
184 (B) Each supervisor is responsible for approving leave requests and timesheets on a  
185 timely basis. Each supervisor is responsible for ensuring that these policies for  
186 vacation, sick leave, and other leaves are applied in a consistent manner and in  
187 consultation with appropriate human resources personnel, where necessary, to  
188 achieve substantial uniformity across all campuses of the University of Colorado.  
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#### 190 History:

- 191 • Adopted: May 9, 2002 - Regent Policy 11.H - Leave Policies.

- 192 • Revised: May 19, 2009. The current revisions incorporate the provisions of Regent Policy  
193 11.J - Parental Leave for Faculty, Officers and Exempt Professionals, recommended for  
194 rescission. As part of the May 19, 2009 resolution, the board authorized staff to reformat  
195 and renumber the sections contained in Regent Policy 11. The policy was renumbered as  
196 Policy 11.E; April 17, 2015 - The term “officer and exempt professional” was replaced with  
197 the term “university staff”; April 2, 2020 - An interim provision to 11.E.1(B)(1) was approved  
198 on May 19, 2020, and was repealed on July 1, 2021; April 8, 2021, and made retroactive to  
199 January 1, 2021.
- 200 • Last Reviewed: April 8, 2021.
- 201 • Non-substantive Changes: April 2024; July 30, 2025 (Conforming amendments made for  
202 renumbering of regent laws and policies: Reference to regent policy 11.F.3 changed to  
203 regent policy 11.D.3).