11. COMPENSATION

Policy 11.E: Leave Policies for Faculty and Staff

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 or is on unpaid leave earns vacation on a prorated basis. Vacation accrual may not exceed forty-four (44) days on July 1 of every year.

(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 termination from the university. The campus policy must include eligibility criteria, funding sources, and maximum leave payout.

(C) Classified Staff

(1) Leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.
11.E.2 Sick Leave

(A) Nine-Month Faculty

(1) Accrual. Sick leave benefits shall be available to faculty on nine-month appointments. Nine-month faculty on a 100% appointment will accrue eleven (11) days (88 hours) of sick leave annually, beginning on the first day of their appointment. Faculty who are on less than a 100% appointment will accrue sick leave on a prorated basis.

(2) Compensation. No compensation for unused sick leave shall be paid upon separation from the university.

(B) University Staff and Twelve-Month Faculty

(1) Accrual. Full-time university staff and faculty on twelve-month appointments are eligible to receive fifteen (15) working days (120 hours) of paid sick leave annually, earned as 10 hours per month. Accrual begins on the first day of eligible appointment. There is no limit on how much sick leave an employee may accrue. An eligible employee who works part-time or is on unpaid leave earns sick leave on a prorated basis.

(2) Compensation.

(a) Unused, accrued sick leave may be compensated when the employee separates from the university and meets the age and service eligibility requirements for University of Colorado’s Post-Retirement Benefits, per Board of Regent Policy 11.F.3.CU retirement (PERA retirement eligibility is not applicable).

(b) Once the sick leave compensation is paid, the employee’s remaining accrued sick leave balance will be removed, leaving the accrued sick balance at zero hours. An employee is eligible for sick leave compensation one time only, unless the employee rescinds their retirement with both CU and their respective retirement vendor and is subsequently employed in a leave-eligible position, in which case the eligible sick leave compensation will again be paid upon separation from the university.

(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.
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.

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.

Sick leave payment will be calculated at the employee’s compensation rate at the time of each retirement eligible separation from the university, termination, 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 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 date employment begins.

2. Employees who are on a less than 100% appointment, earn sick leave on a prorated basis.

3. Accrual may not exceed six (6) days (48 hours) on July 1 of every year.

4. Up to six (6) days (48 hours) of accrued sick leave may be carried over from year to year. C.R.S.§8-13.3-403(3)(b).

4. Compensation. No compensation for unused sick leave shall be paid upon separation from the university.

(E) All Other Paid employees (including non-contract temporary and student hourly employees)

1. Other employees paid monthly or hourly are eligible to accrue 0.034 hour of sick leave for every hour worked. Accrual begins on the first day of eligible appointment. An eligible employee who works part-time earns sick leave on a prorated basis.

2. Accrual may not exceed six (6) days (48 hours) on July 1 of every year.

3. Up to six (6) days (48 hours) of accrued sick leave may be carried over from year to year. C.R.S.§8-13.3-403(3)(b).

4. Compensation. No compensation for unused sick leave shall be paid upon separation from the university.
11.E.3 Other Types of Leave

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

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

(A) Each employee and supervisor is responsible for maintaining accurate and complete vacation and sick leave records within his/her department or unit. These records will be used to verify leave benefits involved in termination, retirement, or transfer. This record must accompany termination documents for payment of annual leave and sick leave if eligible for retirement.

(B) Each supervisor is responsible for ensuring that these policies for vacation, sick leave, and other leaves are applied in a consistent manner and in consultation with appropriate human resources personnel, where necessary, to achieve substantial uniformity across all campuses of the University of Colorado.

History:

- Revised: May 19, 2009. The current revisions incorporate the provisions of Regent Policy 11.J - Parental Leave for Faculty, Officers and Exempt Professionals, recommended for rescission. As part of the May 19, 2009 resolution, the board authorized staff to reformat and renumber the sections contained in Regent Policy 11. The policy was renumbered as Policy 11.E; April 17, 2015 - The term “officer and exempt professional” was replaced with the term “university staff”; April 2, 2020: January 1, 2020 (Pending).