11. COMPENSATION

Policy 11.E: Leave Policies for University Staff and Faculty

11.E.1 Vacation

(A) Nine-Month Faculty

   (1) **Accrual.** Nine-month faculty on academic appointments do not accrue
       vacation leave.

(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. Part-
       time university staff and faculty on twelve-month appointments earn
       vacation on a prorated basis. Vacation accrual may not exceed forty-four
       (44) days on July 1 of every year.

(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 or contracts. Each eligible person under the plan shall be
       entitled to eleven (11) days of sick leave at full salary for each completed
       academic year of service rendered from the date employment began.

       (a) Provided that, not more than eleven (11) days of sick leave at full
           salary may be accumulated in any calendar year.

       (b) Provided that, the words "academic year" are held to mean
           consecutive fall and spring semesters.

(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 of paid sick
leave annually, earned as 10 hours per month. There is no limit on how much sick leave an employee may accrue. Employees who work part-time accrue sick leave on a prorated basis.

(C) Classified Staff

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

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 papers 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: TBD
• The term “officer and exempt professional” was replaced with the term “university staff” effective April 17, 2015.
• (Regent Policy 11-H Leave Policies, adopted 5/9/02, and revised 05/19/09. 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 05/19/09 resolution, the board authorized staff to reformat and renumber the sections contained in Policy 11. This policy is now listed at Policy 11-E.)