



University of Colorado

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BOARD OF REGENTS

1 **11. COMPENSATION**

2
3 **Policy 11.E: Leave Policies for Faculty and Staff**

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5 **11.E.1 Vacation**

6
7 **(A) Nine-Month Faculty**

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

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14 **(B) University Staff and Twelve-Month Faculty**

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16 (1) **Accrual.** Full-time university staff and faculty on twelve-month
17 appointments are eligible to receive twenty-two (22) working days (176
18 hours) of paid vacation annually, earned as 14.67 hours per month. An
19 eligible employee who works part-time or is on unpaid leave earn vacation
20 on a prorated basis. Vacation accrual may not exceed forty-four (44) days
21 on July 1 of every year.
22
23 (2) **Compensation.** Direct compensation is not provided in lieu of use of
24 earned vacation. Upon retirement or termination of employment, not
25 including transfers or intent to be rehired at CU within thirty (30) days,
26 direct payment is made in the equivalent amount of the employee's earned
27 unused vacation time up to a maximum of forty-four (44) days per
28 termination from the university. Vacation payout will be calculated at the
29 employee's compensation rate at the time of each termination.
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31 (a) For business needs, a campus may create a policy to pay all or a
32 portion of the vacation accrual, up to the maximum of forty-four (44)
33 days, without formal termination from the university. The campus
34 policy must include eligibility criteria, funding sources, and maximum
35 leave payout.

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37 **(C) Classified Staff**

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

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42 **11.E.2 Sick Leave**

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44 **(A) Nine-Month Faculty**

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- (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.
- (2) **Compensation.** No compensation for unused sick leave shall be paid upon termination 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 of paid sick leave annually, earned as 10 hours per month. 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 terminates and meets the age and service requirements for CU retirement (PERA retirement eligibility is not applicable). Once the sick leave compensation is paid, the employee's remaining accrued sick leave balance will be removed, leaving the accrued sick leave 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 termination.
 - (b) If an employee dies while actively employed, the spouse or estate will be compensated.
 - (c) The employee's maximum sick leave accrual for purposes of compensation is 120 days. The maximum compensation payout is 30 days, which is $\frac{1}{4}$ 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, the compensation payout is $\frac{1}{4}$ 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

93 compensation will be based upon documented departmental
94 sick leave records verified as of May 1, 2001.

- 95
96 ii. Any employee whose documented accrued sick leave was in
97 excess of 120 days on May 1, 2001, will use the entire accrued
98 balance as of May 1, 2001 to identify their maximum sick leave
99 accrual for purposes of compensation. These employees will be
100 eligible to receive compensation payment for one-fourth (¼) of
101 any unused portion of the accrued balance.

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103 (d) Sick leave payment will be calculated at the employee's
104 compensation rate at the time of each retirement eligible termination
105 or upon death.

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107 **(C) Classified Staff**

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

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112 **11.E.3 Other Types of Leave**

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

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

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

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

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134 **History:**

- 135 • Revised: TBD
136 • The term "officer and exempt professional" was replaced with the term "university staff"
137 effective April 17, 2015.
138 • (Regent Policy 11-H Leave Policies, adopted 5/9/02, and revised 05/19/09. The current
139 revisions incorporate the provisions of Regent Policy 11-J Parental Leave for Faculty,
140 Officers and Exempt Professionals, recommended for rescission. As part of the 05/19/09

141 resolution, the board authorized staff to reformat and renumber the sections contained in
142 Policy 11. This policy is now listed at Policy 11-E.)

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