11. COMPENSATION

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

11.E.1 Vacation Policies for University Staff and Twelve-Month Faculty

(A) **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.

(B) **Usage.** Upon approval by the supervisor, vacation may be taken after the close of the pay period that the leave is earned.

The appointing authority may establish periods of time when vacation leave will not be allowed, or must be taken, based on business necessity for the specific department or division. These periods cannot create a situation where the employee does not have a reasonable opportunity to use requested leave.

(C) **Compensation.** Direct compensation is not provided in lieu of use of earned vacation. However, upon separation of employment or upon retirement, 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 per separation from the university. Vacation payout will be calculated at the employee’s compensation rate at the time of each separation.

(1) 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, without formal separation from the university. The campus policy must include eligibility criteria, funding sources, and maximum leave payout.

(D) **Transfer Between Faculty and Administrative Appointments.**

(1) A twelve-month employee who transfers to a nine-month faculty appointment shall be paid for earned unused vacation leave in accordance with this policy upon termination of the employee’s twelve-month appointment so long as the employee meets the other criteria described in this policy.

(2) A nine-month faculty appointment transferring into a twelve-month appointment will start accruing vacation leave per this policy upon the effective date of the twelve-month appointment.
(E) **Holidays.** When a holiday occurs during a vacation, the holiday is not considered a day of vacation time.

(F) **Leave Without Pay.** There is no vacation accrual during periods of leave without pay, except for military leave without pay and furloughs.

### 11.E.2 Sick Leave

#### (A) **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.

#### (B) **Usage.** Sick leave may be taken after the close of the pay period that the leave is earned. Sick leave should be used:

1. when the employee is unable to perform his/her job due to an illness or injury not covered by workers’ compensation.
2. for dental and medical appointments with advance notice and supervisor approval.
3. to care for members of their family who are ill or to accompany a family member to a medical or dental appointment.
4. to care for a member of the employee’s immediate family with a serious health condition, as defined by the Family and Medical Leave Act (FMLA).

#### (C) **Compensation for Unused Sick Leave.** Unused, accrued sick leave may be compensated each time the employees resigns, retires, or is laid off, and the employee meets the age and service requirements for CU retirement.

For compensation, the maximum sick leave accrual is 120 days and maximum payout is 30 days. If an employee’s sick leave accrual is less than 120 days, the payout is ¼ of the accrual balance except as noted in Section 11.E.2(C)(3), below.

1. For faculty members on twelve-month appointments, compensation will be based upon documented departmental sick leave records verified as of May 1, 2001.
2. If an employee dies while actively employed, the widow(er) or estate will be compensated for one-fourth (¼) of the employee’s unused sick leave up to a maximum accrual of 120 days (the equivalent of payment for thirty days) except as noted in Section 11.E.2(C)(3), below.
3. Employees who had earned unused sick leave in excess of 120 days on May 1, 2001, will be eligible to receive payment for one-fourth (¼) of that
sick leave balance or any unused portion of the balance when they terminate if they meet the age and service requirements for retirement (or upon death).

(4) Sick leave payment will be calculated at the employee’s compensation rate at the time of each retirement.

(D) Forfeiture. If the employee is not eligible for early or full CU retirement, the sick leave balance is forfeited upon separation and will not be reinstated if the employee is rehired.

(E) Transfer between Faculty and Administrative Appointments.

(1) University staff who transfers or returns to a nine-month faculty appointment is eligible to receive payment for earned, unused sick leave if eligible for early or full CU retirement at the time of transfer.

(2) If the employee is not eligible for early or full CU retirement, the sick leave balance is forfeited upon transfer to the nine-month faculty appointment.

(F) Holidays. When a holiday occurs during sick leave, the holiday is not considered sick time.

(G) Leave without Pay. There is no leave accrual during periods of leave without pay, except for military leave without pay and furloughs.

11.E.3 Sick Leave for Nine-Month Faculty

(A) 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 academic year of service rendered from the date employment began.

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

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

(B) Usage. These benefits shall start only when the university must replace the eligible faculty member in the classroom, or when the dean or other administrative superior, after consultation with the department concerned, shall so decide.

(1) Provided that, a certificate of a competent medical practitioner may be required with right of reexamination.

(C) Compensation. No benefits shall be paid after the termination of employment or after retirement.
(D) **Disability.** Persons on disability retirement are not eligible for sick leave benefits. Any illness which extends beyond six months should be reviewed for possible transfer to disability coverage.

11.E.4 Other University Leaves

The president may establish additional types of leave as determined by federal and state law or as deemed necessary. 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.5 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 for university staff and faculty on twelve-month appointments 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.)