



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

TO: Regent Governance Committee
FROM: Lisa Landis, Associate Vice President
DATE: April 23, 2026
RE: Recommended Changes to Regent Law/Policy 11.E

Background

Due to the Time and Labor project, the university will now have benefit and leave eligible employees on a biweekly payroll. This requires an update to Regent Policy 11.E, which details the leave accrual process for monthly payroll only.

All campus HR offices have been involved in the review and changes were presented to the VCG in March 2026.

Recommendations

The administration is recommending for employees in a biweekly payroll to earn leave per hour worked instead. This amounts to .085 hours of vacation leave for each hour worked and .058 hours of sick leave for each hour worked.

The administration is also recommending that the annual leave sweep for vacation time occur on September 1, instead of July 1 of each year. This change moves this process from the fiscal year work.

There are other clarification and clean up items in the policy that does not change the intent of the policy. In the last section, it is clarifying the responsibilities of the employee and supervisor once CU moves to the new technology.

Fiscal Review

A. Do you think a fiscal review is needed for these proposed changes? **No**

1. If no, please explain. **The change impacts how and when leave is accrued, not the total amount of leave provided.**
2. If yes, please share with the Office of the Vice President for Budget & Finance for review.
 - a. Date fiscal review completed:
 - b. Person completing fiscal review:
 - c. Would these changes create a fiscal or resource impact?

NO
 YES

If yes, what resources will be required to implement and sustain these policy changes?