

## **Deadline to use or lose excess leave is June 30** <sup>[1]</sup>

July 1, 2014 by [\(not verified\)](#) <sup>[2]</sup>

Monday, June 30, is the last day employees can schedule or donate vacation or sick leave balances that exceed CU's allowed maximum. This is your final opportunity to use the leave sweep reports Employee Services has sent your department to encourage your affected employees to use or lose their leave.

Sick leave:

- University staff employees will maintain all sick leave as there is no maximum for this group.
- Classified staff who have accrued sick time above the maximum allowance will have those excess hours converted to vacation hours, using a 5-to-1 ratio (e.g., 5 sick hours = 1 vacation hour).

See details about vacation and sick leave on the Employee Services website.

[benefits](#) <sup>[3]</sup>

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### **Links**

[1] <https://www.cu.edu/blog/hcm-community/deadline-use-or-lose-excess-leave-june-30>

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