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What is My Leave? [1]

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What is My Leave?

My Leave [3] is the time-keeping system used by the university. Employees can manage their My Leave through the employee portal [4]. My Leave can track leave for various employee types, like monthly salaried (exempt and non-exempt), hourly student assistants, temporary, and bi-weekly salaried employees. My Leave also displays employees sick and vacation leave balances.

Timelines:

When using My Leave, it's important to understand how FLSA (Fair Labor Standards Act) status impacts timecard procedures.

For **exempt employees** (those who are not eligible for overtime) exception time like vacation, sick leave, funeral leave, and jury duty should be entered by the end of each pay period. Exempt timecards are automatically included in payroll processing and do not require submission.

Non-exempt employees (those who are eligible for overtime), however, must record all working hours and exception time in MyLeave. Timecards should be carefully reviewed before the end of each pay period to prevent inadvertent errors and must be submitted to a supervisor for approval.

Monthly employees need to have them submitted by the 5th of each month for supervisors to approve by the 10th of each month. **Biweekly employees** need to have them submitted by the following Tuesday for supervisors to approve by Wednesday.

If you do not submit any hours or a timesheet by the deadline, please reach out to SystemHR@cu.edu [5] for immediate assistance. Prompt attention is needed to ensure there is no impact to paychecks.

How to Use MyLeave

Depending on your employee type, My Leave will be used differently for timekeeping.

FLSA: Exempt (those who are not eligible for overtime)

Employee Actions: Employees will only enter exception time. Exception time is

used in place of time not working, such as vacation, sick, FAMLI, bereavement, etc. Time should be entered directly on the MyLeave calendar for the appropriate amount of days/hours using the Earnings Code appropriate for the leave type by the end of the pay period. Optional comments can be left if detail is needed. No further actions are needed as exempt employees do not submit timesheets.

Supervisor Actions: Supervisors need to approve or deny exception time entries. Once completed, no further action is needed.

FLSA: Non-Exempt (those who are eligible for overtime)

Employee Actions: Employees need to enter both working time and exception time. Exception time is used in place of time not working, such as vacation, sick, FAMLI, bereavement, etc. Time should be entered directly on the My Leave calendar using the appropriate earnings code. There is an option to leave comments if detail is needed. Once all of the time for the pay period is entered, a timesheet needs to be submitted by the above deadlines.

Supervisor Actions: Supervisors need to approve or deny exception time entries. Once completed, they then need to approve the timesheet for the pay period by the above deadlines.

Leave Sweeps:

Regent Policy 11E allows full-time University Staff to accrue vacation leave at the rate of 14.67 hours per month, which equates to 176 hours, or 22 working days per year. University Staff that works part-time (less than 100%) accrue vacation leave on a pro-rated basis.

Vacations accruals may not exceed 352 hours or 44 days on July 1 of each year. Any Staff employee that has accrued more than 352 hours will have the overage swept. As an example, a Staff employee with 375 hours as of July 1 would have 23 hours swept.

Now is a great time of year to review your vacation balances to determine if you might need to use some of the time between now and July 1. If you are a full-time Staff employee that currently has 292 vacation hours or more, with no time currently planned, there is a good chance you will be over the 352 hour cap as of July 1. Our team has sent out notifications to employees are trending to be over but if you would like assistance reviewing your balances, please contact SystemHR@cu.edu [5].

Viewing Leave hours in portal:

You can view vacation and sick accruals in two different places. First, on the My Leave calendar, you'll find accruals displayed at the top of the calendar. The accrual summary here includes details such as the balance from the previous month, the starting balance for the current month, hours taken, and the ending balance. However, My Leave isn’t the only location for this information.

In the portal, specifically under “My Info and Pay,” there's a dedicated tile for Leave Balances. This tile provides a snapshot of your current balances, accrued hours, hours used, and an overall summary of accruals throughout your time at CU.

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