All employees must certify their leave balances by Sept. 7

Each year, per Board of Regents Policy 11-E, the University of Colorado requires all employees to verify the accuracy of their sick and vacation leave in the employee portal. This year’s leave certification will run until Sept. 7.

This annual process helps to ensure all employee’s leave balances are accurate each year.

Who needs to certify?

As part of the Healthy Families and Workplaces Act (HFWA), leave certification expands to all employees enrolled in the State Sick Leave plan.

This means, all faculty, staff, student employees, temporary staff and contracted lecturers will need to certify their leave.

Student employees receiving only a stipend are not leave eligible and do not need to certify their leave.

What is the certification process?

The process takes two steps to complete:

1. All leave-eligible employees who use My Leave and other time tracking systems must certify the accuracy of their leave.
2. Supervisors must approve their employees’ certifications. This procedure helps identify errors and ensures balances are correct.

How do I certify?

Visit the Leave Certification webpage for step-by-step directions to certify your leave in the portal as well as steps for supervisors to verify their direct reports’ leave certifications.