

## **Have excess vacation hours? There's no better time to use them** <sup>[1]</sup>

May 8, 2019 by [Employee Services](#) <sup>[2]</sup>

Have excess vacation hours? Leave sweeps are around the corner, so there's no better time to use them.

### **What are leave sweeps?**

Leave sweeps are the internal process of removing University and Classified Staff excess vacation and/or sick leave hours. The process occurs annually, guided by [state](#) <sup>[3]</sup> and [university policies](#) <sup>[4]</sup>. It helps ensure employees use their hard-earned vacation hours and allows them to confirm no errors occurred with their leave during the year.

### **Use your extra leave by June 30**

Extra hours will be removed from your account after the July monthly payroll, so be sure to use them by **June 30**. If you are unable to use them by the deadline, you may donate your vacation time to a leave bank.

Each campus has its own leave sharing policy:

[CU Boulder](#) <sup>[5]</sup>

[CU Denver/Anschutz](#) <sup>[6]</sup>

[CU Colorado Springs](#) <sup>[7]</sup>

[CU System](#) <sup>[5]</sup>

### **Vacation and sick leave limits**

Leave limits will vary based on your employee type: University Staff or 12-Month Faculty or Classified Staff. You may maintain hours up to your limit. Anything over is considered excess.

#### **University Staff**

University Staff and 12-Month Faculty have a limit of 352 vacation hours with no limit on sick leave.

## **Classified Staff**

### **Vacation hours**

Maximum vacation hours are determined by length of service:

- 1-5 years of service: 192 hours
- 6-10 years of service: 240 hours
- 11-15 years of service: 288 hours
- 16+ years of service: 336 hours

### **Sick hours**

Maximum sick leave is 360 hours and does not vary by length of service. However, if you have 80 or fewer excess hours, 20% of it can be converted to vacation hours.

For example, if you had 40 excess sick hours, this could be converted to 8 hours of vacation leave.

## **Have questions about leave policies?**

[Click here](#) [8] for University Staff leave policies or [click here](#) [3] for leave policies for Classified Staff.

[Leave Sweeps](#) [9], [Vacation Leave](#) [10], [university staff](#) [11], [Classified Staff](#) [12]

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[3] <https://www.cu.edu/employee-services/classified-staff-leave-policies-0>

[4] <https://www.cu.edu/regents/policy-11e-leave-policies-university-staff-and-twelve-month-faculty>

[5] <https://www.colorado.edu/hr/leave-sharing>

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<http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidelines/Documents/LeaveSharingAdministrativePolicies>

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