

## **Leave-eligible employees must certify paid leave balances by Aug. 31** <sup>[1]</sup>



August 1, 2024 by [Employee Services](#) <sup>[2]</sup>

Paid leave is an important feature of CU's employee benefits. Because our many employee timekeeping methods (such as MyLeave) are out of sync <sup>[3]</sup> with our leave accruals, the University of Colorado asks employees to verify the accuracy of their sick and vacation leave after the close of the fiscal year to ensure all vacation and sick leave balances are accurate.

This year's Annual Leave Certification <sup>[4]</sup> process will run from Aug. 1 – 31. This annual process helps to ensure all employees' leave balances are accurate each year.

### **Who must certify?**

- Only benefits-eligible employees must certify their regular vacation and sick leave balances.
- Employees who only earn state sick leave (primarily part-time and student employees) will not need to certify.
  - Employees who hold multiple positions, where one provides regular leave and the other only offers state sick leave should **only certify their regular vacation and sick leave balances**.

### **What is the certification process?**

Leave certification can be completed through the Annual Leave Certification tile in the employee portal <sup>[5]</sup>. This tile will be available throughout the duration of this year's process, Aug. 1 – 31.

Employees can follow these instructions <sup>[4]</sup> to certify. The most accurate location for current leave balances is in the Leave Balances tile in the employee portal.

**Note:** The method an employee uses to verify their leave balances before certifying depends on whether they track their time through My Leave or a different system. Instructions are available on the Employee Services' website <sup>[4]</sup> for each time tracking circumstance.

Eligible employees will receive emails notifying them of the leave certification process and deadlines, and they will stop receiving emails reminders once they certify.

If an employee notices a discrepancy in their leave balances, they should reach out to their supervisor.

Supervisors should reach out to the HCM Service Center at [hcm\\_community@cu.edu](mailto:hcm_community@cu.edu) [6] or 303-860-4200, option 2, if they cannot readily identify the cause of the discrepancy with their payroll liaison. An HCM professional will then work with the employee or payroll liaison to reconcile these differences.

**Please note:** Do not contact the Leave Team ([leave@cu.edu](mailto:leave@cu.edu) [7]) for leave certification questions, as they only manage CU's specialty leave programs — FAMLI, FMLA, paid parental leave, etc.

[Leave Certification](#) [8], [Annual Leave](#) [9], [Vacation Leave](#) [10], [Sick Leave](#) [11], [Certify Leave](#) [12]

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