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Leave-eligible employees must certify paid leave balances by Aug. 31 [1]

July 20, 2026 by ES and UIS Communications [2]

This year's Annual Leave Certification [3] process will run from **Aug. 1 – 31**. This annual process helps to ensure all University of Colorado employees' leave balances are accurate each year.

CU's employee timekeeping methods (such as MyLeave and others) aren't fully synchronized with leave accrual records in HCM. That's why CU 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.

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.**

How do I certify my leave?

Leave certification can be completed through the Annual Leave Certification tile in the employee portal [4]. This tile will be available throughout the duration of this year's process, **Aug. 1 – 31**.

- Employees can follow these instructions [3] to certify.
- **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 [3] for each time tracking circumstance.

Act early, avoid extra email: Eligible employees will receive emails notifying them of the leave certification process and deadlines throughout August. They will stop receiving emails reminders once they certify.

What if your leave balances are incorrect?

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

supervisor.

Who to contact for help

To ensure timely help with leave balance issues, reach out to your supervisor. If your supervisor is unavailable or unable to assist, you can contact the HCM Service Center at hcm_community@cu.edu [5]or 303-860-4200 (option 2).

Please do not contact the Employee Services Leave Team for leave certification questions. The Leave Team manages the university's specialized leave programs — FAMLI, FMLA, Parental Leave, etc. Contacting the Leave Team for balance issues may delay their ability to assist employees with these programs and delay your ability to resolve your issue.

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