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Take a break: Use your excess vacation leave by July 1 [1]



February 5, 2021 by Employee Services [2]

Use your vacation leave prior to the end of the fiscal year or risk losing any hours you carry in excess of the annual carryover limit. Supervisors are encouraged to support their employees' use of their vacation leave entitlements.

Last year, because many vacations were canceled due to the pandemic, the Board of Regents allowed campuses to waive the usual vacation carryover limits at their discretion. That provision will expire on July 1, 2021, unless additional action is taken by the board.

Full-time University Staff and 12-month Faculty and can carry up to 352 hours (44 days) of vacation leave from one fiscal year into the next. Anyone with a balance over 352 hours will lose excess hours during the annual leave sweep performed after the July payrolls.

Classified Staff carryover hours are determined by years of service with the maximum of 336 hours. Leave rules are governed by the Colorado State Personnel Board Rules [3]. The state has not yet issued guidance on whether Classified Staff excess leave will be swept.

Classified Staff Years of Service	Accrual / Month		Maximum Accrual
1 - 5	0 - 60	8 hours	192 hours (24 days)
6 -10	61 -120	10 hours	240 hours (30 days)
11 - 15	121 - 180	12 hours	288 hours (36 days)
16 - more	181 and up	14 hours	336 hours (42 days)

Check your vacation balance in My Leave

If your department uses My Leave to track time, you can view your projected leave balance by logging in to the employee portal [4], clicking the **My Leave** tile and using the month drop-down menu on the calendar page to navigate to July 2021. This will show your projected leave balance for July 1, taking into account your monthly leave accrual rate and any upcoming vacation leave you have approved and scheduled within My Leave.

CU Resources Home

MyL

Calendar-Month | Calendar-Week | Calendar-Day | Timesheet

Job 0, USX(M)-OT Exempt | Preferences | Today is

Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance
Sick	Projected	07/01/2021	10.00	937.070000
Vacation	Projected	07/01/2021	14.67	420.970000

<< June

July

Sunday	Monday	Tuesday	Wed
4	Observance ... 5 H/8 Taken	6	
11	12	13	
18	19	20	
25	26	27	

Don’t use My Leave? Here’s how to check your balance

Employees who use a third-party timekeeping system may have a similar tool to look ahead and view their projected leave balance. If not, all employees can use the **Leave Balances** tile in the employee portal to view their current balance.

Here’s how to find it:

- Log in to the employee portal [4].
- Go to the **CU Resources Home** dropdown menu at the top of your screen.
- Select **My Info and Pay**.
- From that page, click on the **Leave Balances** tile to view your current leave balance(s).

Using your current balance as a starting number, you’ll need to add the leave you’re set to accrue by June 30 and deduct any vacation you already have requested and approved to project what your balance will be.

Sick Leave and Healthy Families and Workplaces Act

Another significant change this year is the implementation of the Healthy Families and Workplaces Act (HFWA) which provides sick leave coverage to all CU employees [5]; including part-time, student and contract employees; but has its own carryover limits.

People covered by the new state sick leave plan began earning sick leave on Jan. 1, 2021. These employees can only carry **48 hours** of state sick leave from one fiscal year to the next. Additionally, employees may not use more than 48 hours of sick leave, no matter their leave balance, within a fiscal year (July 1 through June 30).

Given that this policy will only be in effect for half this fiscal year, the carryover limit **will not be enforced** on July 1, 2021, but will be enforced every year after. See the HFWA employee information page [6] for more details.

Anyone covered under the traditional CU sick leave policy won’t see any changes – University Staff and Faculty can keep and carry an **unlimited** number of sick leave hours from year-to-year, and Classified employees’ sick balances will be swept, per the regular state policy.

Sick Leave [7]
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