

## **Leave We Accept** <sup>[1]</sup>

Joining CU System? You may get to keep your leave.

When joining CU System from either a different campus, a state agency or another university, you may get to keep your previously accrued leave based on your previous and current employee types.

### **Classified Staff**

If a classified employee transfers within the CU System, and there is no break in service, leave will not be paid out and will be transferred to the new department. If a classified staff employee wishes to take time off, such as a vacation between appointments, they must be on approved leave from their former or new department. This leave request should be made and approved in advance.

### **Transfers**

- When there is no break in service, balances are transferred as follows:
  - Classified staff position to another classified staff position within CU – all vacation and sick leave balances will be transferred.
  - Classified staff position from a state agency to a university staff position – leave will not be transferred to the new university staff position.
  - Classified staff position from a state agency to a classified staff position – leave will be transferred. Any leave balances over the classified staff maximum accrual levels will be forfeited July 1 following the date of hire.

### **Terminations and Rehires**

If a classified staff employee is terminated and is rehired as university staff employee, their sick leave balance should not be restored.

If a classified staff employee is terminated and rehired into a classified position, their sick leave balance will not be restored unless the employee was previously certified in a classified position and is eligible for reemployment/reinstatement. If the employee was previously certified in a classified position, any remaining sick leave from the previous appointment will be restored subject to the classified staff maximum (see [State Personnel Board Rule 5-7](#) <sup>[2]</sup>).

### **University Staff**

If a university staff employee transfers within the CU system, and there is no break in service,

leave will not be paid out and will be transferred to the new department. If a university staff employee wishes to take time off, such as a vacation between appointments, they must be on an approved leave from their former or new department. The leave request should be made and approved in advance.

## Transfers

- Balances are transferred, when there is no break in service, as follows:
  - University staff position to university staff position within CU – all vacation and sick leave balances will be transferred.
  - University staff position to classified staff position within CU – all vacation and sick leave balances will be transferred. Any leave balances over the classified staff maximum accrual levels will be forfeited July 1 following the date of hire.
  - Classified to university staff within CU – all leave balances will be transferred. Any vacation leave above the university staff accrual maximum will be forfeited July 1 following the date of hire.
  - Classified from outside the CU System to university staff – leave will not be transferred to the new university staff position.

## Terminations and Rehires

If an employee is terminated and rehired as a university staff employee, their vacation leave balances will not be restored regardless of previous position type. Sick leave balances will be restored **only if** they are re-hired within six months of their exit date from CU.

Learn more in [Regent Policy 11-E](#) [3].

### Groups audience:

Employee Services

### Right Sidebar:

ES: HR - Contact

ES:HR - Campus HR Contact Information

ES:HR - Leave Policies

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### Links

[1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/leave-we-accept>

[2] [https://spb.colorado.gov/sites/spb/files/4\\_CCR\\_801-1\\_09\\_08\\_21.pdf](https://spb.colorado.gov/sites/spb/files/4_CCR_801-1_09_08_21.pdf) [3] <https://cu.edu/node/198091>