Published on *University of Colorado* (https://www.cu.edu)

Leave Sharing [1]

Have a co-worker who may need additional support? You could share your leave.

Employee types listed here are eligible to participate in leave-sharing programs.

- University Staff
- 12-month Faculty
- Classified Staff

University staff members may participate in leave-sharing programs, which allow employees to donate their leave to co-workers in need.

Approvals of requests made to leave-sharing programs are subject to the university's sole discretion. Meeting eligibility criteria does not constitute an entitlement to paid leave requested through any leave-sharing program.

Employees may be eligible for leave sharing if they

- experience a catastrophic or life-threatening medical hardship (personally or as a caregiver)
- suffer a significant personal loss due to a natural or accidental disaster
- act as a first responder to a major catastrophic event
- actively serve in the military and experience financial hardship

Review your campus' policy and processes to learn how to apply or donate to a leave-sharing program:

- CU Boulder (colorado.edu) [2]
- UCCS (uccs.edu) [3]
- CU Denver (PDF) [4]
- CU Anschutz (PDF) [4]
- CU System (colorado.edu) [2]

Faculty members on 12-month appointments may participate in leave-sharing programs, which allow employees to donate their leave to co-workers in need.

Approvals of requests made to leave-sharing programs are subject to the university’s sole discretion. Meeting eligibility criteria does not constitute an entitlement to paid leave requested through any leave-sharing program.

Employees may be eligible for leave sharing if they

- experience a catastrophic or life-threatening medical hardship (personally or as a caregiver)
- suffer a significant personal loss due to a natural or accidental disaster
- act as a first responder to a major catastrophic event
- actively serve in the military and experience financial hardship

Review your campus' policy and processes to learn how to apply or donate to a leave-sharing program:

- CU Boulder (colorado.edu) [2]
- UCCS (uccs.edu) [3]
- CU Denver (PDF) [4]
- CU Anschutz (PDF) [4]
- CU System (colorado.edu) [2]

Classified Staff may participate in leave-sharing programs, which allow employees to donate their leave to co-workers in need. Please refer to the Employee Handbook (colorado.gov) [5] for specific guidelines.

Approvals of requests made to leave-sharing programs are subject to the university’s sole discretion. Meeting eligibility criteria does not constitute an entitlement to paid leave requested through any leave-sharing program.

Employees may be eligible for leave sharing if they

- experience a catastrophic or life-threatening medical hardship (personally or as a caregiver)
- suffer a significant personal loss due to a natural or accidental disaster
- act as a first responder to a major catastrophic event
- actively serve in the military and experience financial hardship

Each department designs its own leave sharing program within parameters established by the personnel director that allows employees to donate annual leave to another employee when an employee or an employee’s family member (as defined in the sick leave section) is experiencing an unforeseeable, life-altering event beyond the employee’s control.

To request donated annual leave, the employee must have a minimum of one (1) year of service and exhaust all accrued annual leave and sick leave. Leave sharing is not a substitute for other temporary benefits such as short or long-term disability benefits or the FAMLI program. If all leave is exhausted, donated leave may be used to cover the leave necessary during the thirty (30) day waiting period for short-term disability benefit payments. The approval of a request is at the sole discretion of the department head. Denial of a request to transfer or receive annual leave cannot be grieved or appealed.

Review your campus' policy and processes to learn how to apply or donate to a leave-sharing program:

- CU Boulder (colorado.edu) [2]
- UCCS (uccs.edu) [3]
- CU Denver (PDF) [4]
- CU Anschutz (PDF) [4]
- CU System (colorado.edu) [2]

Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact

Source URL:https://www.cu.edu/employee-services/leave/other-types-leave/leave-sharing

Links
[1] https://www.cu.edu/employee-services/leave/other-types-leave/leave-sharing
[2] https://www.colorado.edu/hr/leave-sharing#accordion-1855357771-1 [3] https://hr.uccs.edu/leave-bank-program [4] https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/4000-human-resources/4009---leave-sharing-for-classified-staff-officers-exempt-professionals-and-faculty-on-twelve-month-appointments.pdf?sfvrsn=47eff3ba_2 [5] https://dhr.colorado.gov/state-employees/employee-resources/employee-handbook