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Vacation [1]

As a CU employee, you'll accrue vacation leave based on what type of employee you are (university staff member, classified staff member or faculty member.)

Regardless of your employment type, you must request and record leave using the My Leave system, accessible through the employee portal [2]. (Exception: Some departments use physical timecards/timesheets.)

Use these resources for help recording leave:

- My Leave Setting up Preferences and Submitting Time [3]
- My Leave guides [4]

Employee types listed are able to accrue vacation leave.

- University Staff and 12-month Faculty
- Classified Staff

CU allows you to accrue a maximum of 44 days (or 352 hours) of vacation within a fiscal year (July 1 - June 30). If you meet this maximum, you must schedule and take vacation before June 30, or you will lose it.

Leave type	University staff (full time) and 12-month Faculty	University staff and 12-month Faculty(less than full time)
Vacation	22 days a year (14.67 hours a month)	Prorated based on the total number of hours worked each month.

How to calculate prorated leave for employees who work less than full time

If you work each day within a given month (this includes if you take paid leave during the month), you'll accrue the full amount of leave for which you're eligible. However, if your monthly work hours total less than 100 percent time for the month, you will not receive your full vacation accrual. Instead, CU will use the following formula to calculate how much leave you'll accrue.

Formula: Number of hours worked (including those taken as paid leave) / total number of work hours in the month.

Example: In August 2025, there are 21 working days, or 168 working hours (21 x 8). If John, a university staff member, works 140 hours that month, you would divide 140 by 168 to get his proration factor of 0.833333. Multiply that number by 14.67 — the amount of vacation leave John normally accrues each month — and you'll find that John will accrue 12.23 hours of vacation for August.

Leave type	Years of service	Length of entire State of Colorado service	Monthly accrual	Maximum accrual within a fiscal year (July 1 - June 30)
Vacation	1 - 3	0 - 36 months	8 hours	192 hours (24 days)
	4 - 5	37 - 60 months	9 hours	216 hours (27 days)
	6 - 10	61 - 120 months	11 hours	264 hours (33 days)
	11 - 15	121 - 180 months	13 hours	312 hours (39 days)
	16 or more	181 months or more	16 hours	384 hours (48 days)

If you work each day within a given month (this includes if you take paid leave during the month), you'll accrue the full amount of leave for which you're eligible (see table above). However, if your monthly work hours total less than 100 percent time for that month, you will not receive your full vacation and sick time accrual. Instead, CU will use he following formula to calculate how much leave you'll accrue:

Formula: Number of hours worked (including those taken as paid leave) / total number of work hours in the month

Example: In August 2025, these are 21 working days, or 168 working hours (21 x 8). If Kelley, a classified staff member who has worked for CU for three years, works 140 hours that month, you would divide 140 by 168 to get her proration factor of 0.833333. Multiply that number by 8 — the amount of vacation leave Kelley normally accrues each month — and you'll find that Kelley will accrue 6.67 hours of vacation for August.

Other resources

- For more information about classified staff leave policies, visit the Division of Human Resources website through the Colorado Department of Personnel & Administration [5]
- State of Colorado Personnel Board Rules and Personnel Director's Administrative Procedures [6]

- Technical Assistance: Time Off (from the Division of Human Resources) [7]

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

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

Links
[1] https://www.cu.edu/employee-services/leave/other-types-leave/vacation [2] http://my.cu.edu
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