

## **University Staff Leave Policies** <sup>[1]</sup>

Having trouble entering your time in to My Leave? Check and update your preferences in CU's upgraded leave-tracking system.

[How to set preferences in My Leave.](#) <sup>[2]</sup>

- [Vacation & Sick Leave](#)
- [Other Leave](#)
- [Holidays](#)
- [Family Medical Leave](#)
- [Disability](#)
- [Policy Statements](#)

See CU [administrative policy statement 5062](#) <sup>[3]</sup> for details on vacation and sick leave.

### **Vacation**

Eligible CU university staff members receive 22 days of paid vacation each year, or 14.7 hours each month. Your supervisor may approve requests to take vacation as it is earned. You may not accrue more than 44 days of vacation.

#### **Vacation payouts**

You cannot receive pay in exchange for vacation time while employed at CU. When you leave or retire from CU, you will receive a vacation payout of your earned, unused vacation time up to a maximum of 44 days.

#### **CU holidays and vacation days**

If a CU-recognized holiday lands within the span of your vacation, you will not be charged vacation time for that day.

#### **Leave Without Pay**

Employees must be at work or on paid leave to earn monthly leave.

### **Sick Leave**

#### **Accruing sick leave**

University staff members may earn 15 days of paid sick leave each year, or 10 hours per month. You also may accrue unlimited sick leave.

Part-time staff accrue sick leave on a prorated basis. You may not accrue leave while on leave without pay, unless you are on military leave without pay or on furlough.

### **Using sick leave**

Unlike vacation, sick leave is intended for unplanned absences during which you cannot perform, due to illness or injury not covered by workers' compensation. Your supervisor may also approve sick leave for dental and medical appointments.

You may only use five days of accrued sick leave each year to care for immediate family members who are ill or need to be taken to medical or dental appointments. However, you may use all your accrued sick leave to care for an immediate family member with a serious health condition, as defined by the Family and Medical Leave Act (FMLA).

### **Sick Leave payouts**

There is no limit on sick leave accrual. However, there is a limit on compensation for earned unused sick leave when employees resign, retire, or are laid off, and meet age and service requirements for retirement. These employees are compensated for one-fourth ( $\frac{1}{4}$ ) of their unused sick leave accrual up to a maximum of one-fourth ( $\frac{1}{4}$ ) of 120 days' accrual, which is the equivalent of compensation for thirty days, upon termination except as noted in Section 2.c.(3), below.

1. If an employee dies while actively employed, the widow(er) or estate will be compensated for one-fourth ( $\frac{1}{4}$ ) of the employee's unused sick leave up to a maximum accrual of 120 days (the equivalent of payment for thirty days) except as noted in 2, below.
2. Employees who had earned unused sick leave in excess of 120 days on May 1, 2001, will be eligible to receive payment for one-fourth ( $\frac{1}{4}$ ) of that sick leave balance or any unused portion of the balance when they terminate if they meet the age and service requirements for retirement (or upon death).
3. University staff who transfers or returns to a nine-month faculty appointment is eligible to receive payment for earned unused sick leave in accordance with Regent Policy 11-E <sup>[4]</sup> if retirement eligible.

### **Court and Jury Leave**

You will receive jury leave with full pay for the extent of your jury duty. If you appear as a witness under subpoena or direction of the proper authority, the court will issue you pay, which you are entitled to keep.

If you must appear in court for personal reasons, without being served a subpoena, you must

use vacation leave or leave without pay. You may keep any compensation you receive as a result.

## **Bereavement Leave**

You may receive up to five days of paid leave to arrange for and attend an immediate family member's funeral and handle related affairs. Immediate family members include: spouse, children, parents, grandparents, grandchildren, brothers, sisters, mothers-in-law, fathers-in-law, sisters-in-law, brothers-in-law, sons-in-law, and daughters-in-law, and anyone else who belongs to your established household.

Note: Your supervisor may allow you to take five paid working days of funeral leave for an equally significant other person not included in this definition.

## **Leave for Job-Related Illnesses and Injuries**

If you suffer an injury or illness in the line of duty that is covered by workers' compensation, you are entitled to 90 work days of paid injury leave. These benefits replace the more limited coverage of workers' compensation insurance, which you waive during your 90-day injury leave.

If you're unable to return to work after that time, you are eligible to take accrued vacation and sick leave in addition to workers' compensation.

## **Leave Without Pay**

You may take leave without pay for reasons that are approved by your supervisor and hiring authority.

Before CU will grant leave without pay, except furloughs, you must use all your vacation, unless you request otherwise and your supervisor approves. Your hiring authority and human resources office must approve any extensions beyond the initial 12-month period. During periods of leave without pay, except for military leave and furloughs, you will not accrue vacation and sick leave.

Faculty, University Staff Leave Without Pay <sup>[5]</sup>

## **Military Leave**

If you are a reservist or National Guard member, you must present any proper military orders to receive up to 15 calendar days of paid leave. This leave must be used to attend to ordered training and/or active duty service. You must abide by associated state and federal laws.

This leave is not charged to vacation leave.

If military service continues beyond 15 calendar days, you will be placed on military leave without pay for any remaining period of required military service. While on military leave, you will continue to accrue vacation and sick leave.

An appointing authority may authorize pay equal to the difference between the your university monthly pay and the sum of the monthly military pay and allowances for an employee called to active military duty. This difference cannot exceed 90 calendar days and applies after you have used your 15-day paid military leave.

You must provide a copy of the call-to-duty order and proof of military pay and allowances. This differential pay does not apply to regular military obligations such as the annual encampment and training.

If you volunteer to serve in the military, you will receive military leave without pay until the end of the initial period of service, plus any period of additional service imposed by law. If you fail to return to the university after this period or voluntarily extend military service beyond the initial period, CU will considered you to have resigned.

## **Parental Leave**

University staff members are eligible for parental leave after having worked at CU for one continuous year.

Eligible university staff members may take up to six months of leave following the birth or adoption of a child. They also may use their unused sick, vacation or unpaid leave within 12 months of giving birth or adopting.

Parental leave and Family Medical Leave take place at the same time.

Learn more about CU's parental leave policy <sup>[6]</sup>.

## **Administrative Leave**

CU may grant short-term or extended paid administrative leave to university staff members.

### **Short-term administrative leave:**

- maximum allowance of 10 days, or 80 hours, in a 12-month period
- general guiding principle: Leave must be good for the university and the state.
- authorized by supervisors in advance, unless deemed an exceptional circumstance

### **Extended administrative leave:**

- granted when employees are the subject of disciplinary action or an investigation
- leave amount based on how long the investigation runs
- authorized by the president or chancellors, or their designees

## **Leave Sharing**

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

**Furloughs**

Furloughs are unpaid leaves that may be voluntarily requested or mandated by the president or a chancellor when budgetary circumstances require a specific reduction in personnel costs. If you are on furlough, you will continue to accrue annual and sick leave at the same rates as you would when on paid leave or engaged in university work during regularly scheduled business hours.

**CU Boulder Holiday Schedule**

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Jan. 1	Wednesday	New Year's Day
Jan. 20	Monday	Martin Luther King, Jr. Day
Mar. 27	Friday	Spring Break
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
Sept. 7	Monday	Labor Day
Nov. 26	Thursday	Thanksgiving Day
Nov. 27	Friday	The day after Thanksgiving
Dec. 24	Thursday	The day before Christmas
Dec. 25	Friday	Christmas Day

**UCCS Holiday Schedule**

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Jan. 1	Wednesday	New Year's Day
Jan. 20	Monday	Martin Luther King, Jr. Day
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
Sept. 7	Monday	Labor Day
Nov. 26	Thursday	Thanksgiving Day
Nov. 27	Friday	Floating Holiday (Columbus Day)
Dec. 24	Thursday	Floating Holiday (Veteran's Day)
Dec. 25	Friday	Christmas Day
Dec. 31	Thursday	Floating Holiday (President's Day)

**NOTE:** Department Directors have the discretion to grant requests for Cesar Chavez Day (March 31) in lieu of another holiday within the same fiscal year. Prior to granting requests, please contact the Human Resources Office.

### **CU Denver Holiday Schedule**

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Jan. 1	Wednesday	New Year's Day
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
Sept. 7	Monday	Labor Day
Nov. 26	Thursday	Thanksgiving Day
Dec. 25	Friday	Christmas Day
Dec. 28	Monday	
Dec. 29	Tuesday	

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Dec. 30	Wednesday	
Dec. 31	Thursday	

### **CU Anschutz Medical Campus Holiday Schedule**

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Jan. 1	Wednesday	New Year's Day
Jan. 20	Monday	Martin Luther King, Jr. Day
Feb. 17	Monday	President's Day
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
Sept. 7	Monday	Labor Day
Nov. 26	Thursday	Thanksgiving Day
Nov. 27	Friday	The day after Thanksgiving
Dec. 24	Thursday	The day before Christmas
Dec. 25	Friday	Christmas Day

### **CU System Administration Holiday Schedule**

<b>2020 Date</b>	<b>Day of the Week</b>	<b>Holiday</b>
Jan. 1	Wednesday	New Year's Day
Jan. 20	Monday	Martin Luther King, Jr. Day
May 25	Monday	Memorial Day
July 3	Friday	Independence Day
Sept. 7	Monday	Labor Day
Nov. 26	Thursday	Thanksgiving Day

2020 Date	Day of the Week	Holiday
Nov. 27	Friday	The day after Thanksgiving
Dec. 24	Thursday	The day before Christmas
Dec. 25	Friday	Christmas Day
Dec. 31	Friday	New Year's Eve

Eligible CU university staff members may take up to 12 weeks (generally 480 hours) of Family Medical Leave (FML) in a 12-month period, so long as they have been employed by the university for at least 12 months and have worked at least 1,250 hours during the most recent 12-month period.

If you are a part-time employee who is exempt from the Fair Labor Standards Act (FLSA) and are in a position with an appointment of 50 percent or greater, CU will presume you have met the 1,250 hours requirement, provided you have worked at CU for at least one year. You will not be eligible for this leave, however, if you have taken FML and/or any extended period of leave in the 12 months before requesting FML.

CU pro-rates the 12 work weeks for eligible part-time staff.

FML is a form of job protection that runs concurrently with all applicable forms of paid and unpaid leave. Eligible employees may take FML for the following medical reasons:

- the birth and care of your newborn child
- the placement and care of a child from adoption or foster care
- to care for a spouse, civil union partner, domestic partner, child or parent with a serious health condition
- your own serious health condition
- care for a parent, spouse, civil union partner, domestic partner, child or next of kin who is an injured service member
- a qualifying exigency when a parent, child, spouse, civil union partner or domestic partner is called up for active military duty

Please contact the appropriate HR office for your campus' procedures and forms:

- [Boulder](#) <sup>[7]</sup>
- [Colorado Springs](#) <sup>[8]</sup>
- [Denver & Anschutz](#) <sup>[9]</sup>

CU grants you short-term and long-term disability leave.

You are automatically enrolled in long-term disability insurance, which the university covers.

You have two choices of short-term disability coverage:

1. Receive up to \$850 a week (based on an amount equal to or less than your annual



salary).

2. Receive up to \$1,500 a week, or 60 percent of your weekly, pre-disability pay.

Learn more about university staff disability coverage <sup>[10]</sup>.

## **Leave Sharing for Officers, University Staff, Faculty on 12-Month Appointments and Classified Staff**

**APS 5049**

## **Paid Administrative Leave for Officers, University Staff and Faculty on 12-Month Appointments**

**APS 5021**

## **Parental Leave for Faculty, Officers and University Staff**

**APS 5019**

## **Acting and Interim Appointments for Officer and University Staff Positions**

**APS 5013**

### **Groups audience:**

Employee Services

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**Source URL:** <https://www.cu.edu/employee-services/university-staff-leave-policies>

### **Links**

[1] <https://www.cu.edu/employee-services/university-staff-leave-policies>

[2] <https://www.cu.edu/hcm-community/qrg-setting-preferences-myleave>

[3] <https://www.cu.edu/ope/aps/5062>

[4] <https://www.cu.edu/regents/policy-11e-leave-policies-university-staff-and-twelve-month-faculty>

[5] <https://www.cu.edu/employee-services/policies/facultyuniversity-staff-leave-without-pay-fact-sheet-form>

[6] <https://www.cu.edu/ope/aps/5019>

[7] <https://www.colorado.edu/hr/>

[8] <http://www.uccs.edu/hr/contact-us/human-resources-staff.html>

[9]

<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Pages/WorkRecordsLeaveForms.aspx>

[10] <https://www.cu.edu/employee-services/benefits-wellness/current-employee>