

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

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

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

- [Vacation & Sick Leave](#)
- [Other Leave](#)
- [Holidays](#)
- [Family Medical Leave](#)
- [Disability](#)
- [Leave 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 14.67 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.

### **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 [4] 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>[3]</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 System Administration holiday schedule**

<b>2025 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 26	Monday	Memorial Day
June 19	Thursday	Juneteenth
July 4	Friday	Independence Day
Sept. 1	Monday	Labor Day
Nov. 27	Thursday	Thanksgiving Day
Nov. 28	Friday	The day after Thanksgiving
Dec. 24	Wednesday	Christmas Eve
Dec. 25	Thursday	Christmas Day
Dec. 26	Friday	President's Administrative Day

2025 Date	Day of the Week	Holiday
Dec. 29	Monday	President's Administrative Day
Dec. 30	Tuesday	President's Administrative Day
Dec. 31	Wednesday	New Year's Eve
2026 Date	Day of the Week	Holiday
Jan. 1	Thursday	New Year's Day
Jan. 2	Friday	President's Administrative Day
Jan. 19	Monday	Martin Luther King Jr. Day

## Campus holiday schedules

- [CU Boulder holiday schedule](#) <sup>[6]</sup>
- [UCCS holiday schedule](#) <sup>[7]</sup>
- [CU Denver holiday schedule](#) <sup>[8]</sup>
- [CU Anschutz holiday schedule](#) <sup>[9]</sup>

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>[10]</sup>
- [Colorado Springs](#) <sup>[11]</sup>
- [Denver](#) <sup>[12]</sup>
- [Anschutz](#) <sup>[13]</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>[14]</sup>.

## Leave Policy

### APS 5062 - Leave <sup>[3]</sup>

#### APS Policy Title:

Leave

This administrative policy statement (APS) outlines or references all university employee leave-related policies. Each leave type listed below may apply to different employee groups and may be controlled by either regent policy, this APS or other state rules and regulations (as noted). In addition, effective dates may vary by section.

Leave Type	See	Effective Date	Applies to
Vacation	Section 1	April 2, 2020	<i>University staff</i> and faculty on 12-month appointments.
Sick	Section 2	August 3, 2023	All employees.
Administrative	Section 3	January 1, 2024	See Section 3 for details.
Bereavement	Section 4	August 3, 2023	<i>University staff</i> and faculty on 12-month appointments.

Leave Type	See	Effective Date	Applies to
Court and Jury	Section 5	April 2, 2020	<i>University staff</i> and faculty on 12-month appointments.
Furloughs	Section 6	April 2, 2020	All university employees.
Job-Related Illness and Injuries	Section 7	April 2, 2020	<i>University staff</i> and faculty on 12-month appointments.
Leave Sharing	Section 8	April 2, 2020	<i>University staff</i> , faculty on 12-month appointments and classified staff.
Leave Without Pay	Section 9	January 1, 2025	All university employees.
Military	Section 10	February 1, 2024	<i>University staff</i> and faculty on 12-month appointments.
Parental	Section 11	January 1, 2025	All employees.
Paid Sick Leave During a Public Health Emergency	Section 12	April 2, 2020	All university employees.
Faculty Serving in Elected Office	Section 13	January 1, 2021	Faculty members on all campuses.

**APS Number:**  
5062

**Reason for Policy:**

To consolidate leave policies to comply with state and federal law regarding university employee leave-related policies. Sick and vacation accruals and compensation information can be found in [Regent Policy 11.E: Leave Policies for Employees](#) [4].

**Approved By:**

President Mark R. Kennedy (sections updated after July 1, 2021, were approved by President Todd Saliman)

**APS Designation:**

Active [15]

**File attachment - APS:**

 5062.pdf [16]

**Responsible University Officer:**

Vice President and Chief Human Resources Officer

**Responsible Office:**

Office of Employee Services

**Policy Contact:**

Office of Employee Services

**Applies to:**

See above. Each leave type will specify who it applies to.

**Policy Body:**

- **Policy Overview**
- **Vacation**
- **Sick**
- **Administrative**
- **Bereavement**
- **Court and Jury**
- **Furloughs**
- **Job-Related Illness/Injuries**
- **Leave Sharing**
- **Leave Without Pay**
- **Military**
- **Parental**
- **Paid Sick During Public Health Emergency**
- **Faculty Serving in Public Office**

## I. Introduction

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## II. Related Policies and Other Resources

- A. Administrative Policy Statements (APS) and Other Policies
  - o Regent Policy 11.E: Leave Policies for Employees <sup>[4]</sup>
- B. Other Resources (i.e., training, secondary contact information)
  - o Educational information and resources are available on the employee services website: <https://www.cu.edu/employee-services> <sup>[17]</sup>

## III. Definitions

Italicized terms used in this Administrative Policy Statement (APS) are defined in the APS Glossary of Terms <sup>[18]</sup> or are defined in this section.

*University staff* - University staff are employees who are exempt from the rules, procedures and regulations that govern the state of Colorado personnel system per Section 24-50-135, C.R.S. University staff positions are subject to all other applicable federal and state law and regulations, as well as laws and policies set forth by the University of Colorado Board of Regents and other University policies. (The term “officer and exempt professional” was replaced with the term “university staff” effective April 17, 2015.)

## IV. History

- A. Effective April 2, 2020 the following policies were combined into the APS5062 - Leave policy. Individual APS history for each is listed below:
  - o APS 5019-Parental Leave Benefits for Faculty and Staff
    - o Initial policy effective: January 18, 1990.
    - o Rescinded April 2, 2020.
  - o APS 5021 - Paid Administrative Leave for *University Staff* and Faculty on Twelve-Month Appointments
    - o Initial policy effective: January 23, 2004.
    - o Rescinded April 2, 2020.
  - o APS5049 - Leave Sharing for *University Staff*, Faculty on Twelve-Month Appointments and Classified Staff
    - o Initial policy effective: January 1, 2008.
    - o Rescinded April 2, 2020.
- B. APS 5062 - APS 5062-Leave was the result of combining leave policies maintained in other APSs and policies while keeping sick and vacation accruals and compensation in Regent Policy 11.E: Leave Policies for Employees

[4].

- Initial policy effective: April 2, 2020.
  - Revised: April 1, 2021, with a retroactive date of January 1, 2021, to add new section on paid sick leave during public health emergencies; merging the policy on leave for faculty serving in elected office (previously APS 5063) into a new section in APS 5062; and other revisions to conform with legislative changes from SB 20-205 known as the “Healthy Families and Workplaces Act”; June 13, 2022, Non-substantive change to subsection II.B.2.a. of Section 11-Parental to clarify that university paid parental leave is not in addition to the State of Colorado Paid Family Medical Leave (PFML) program for classified staff; August 24, 2022, Section 3-Administrative of this policy was updated to comply with Executive Order D 2022 036 “Authorization of Administrative Leave For State Employees Acting as Volunteer Firefighters and First Responders” which was signed by the Governor on July 20, 2022; August 3, 2023, Updated Sections 2-Sick and 4-Bereavement to incorporate changes from Senate Bill 23-017; January 1, 2024, Updated Section 3-Administrative, to provide clarity on when the administrative leave can be moved to accommodate work schedules, Section 10-Military to incorporate changes from HB 23-1045, and Section 11-Parental to incorporate the State of Colorado Family and Medical Leave Insurance (FAMLI) and the university’s private FAMLI plan; February 1, 2024 – Updated Section 10-Military Leave; January 1, 2025 – Updated Section 9-Leave Without Pay and Section 11-Parental for clarification purposes; July 2, 2025 – Administrative update to Section 10-Military Leave to comply with the federal Uniformed Services Employment and Reemployment Rights Act (USERRA).
  - Non-substantive Change: July 30, 2025 (Conforming amendments made for renumbering of regent laws and policies: Regent Policy 11.F: Benefits renumbered to Regent Policy 11.D: Benefits; and title references to Regent Policy 11.E: Leave Policies for Faculty and Staff changed to 11.E: Leave Policies for Employees).
  - Last Reviewed: January 1, 2025.
- C. Effective January 1, 2021, the following policy was combined into the APS 5062-Leave. The individual history is listed below:
- APS 5063-Leave for Faculty Serving in Elected Office
    - Initial policy effective: July 1, 2020.
    - Rescinded: January 1, 2021.

**Applies to:** *University staff* and faculty on 12-month appointments.

## Section 1: Vacation Leave

### I. Introduction

The intention of this policy is to define vacation leave benefits listed in Regent Policy 11.E: Leave Policies for Employees [4] for each employment classification.

### II. Policy Statement

#### A. *University Staff* and 12-Month Faculty

1. **Usage.** Upon approval by the supervisor, vacation may be taken after the close of the pay period in which the leave is earned.

The appointing authority may establish periods of time when vacation leave will not be allowed, or must be taken, based on business necessity for the specific department or division. These periods cannot create a situation where the employee does not have a reasonable opportunity to use requested leave.

2. **Accrual.** Per regent policy 11.E, eligible full-time staff and faculty on twelve-month appointments are eligible to receive twenty-two (22) working days (176 hours) of paid vacation annually, earned as 14.67 hours per month. An eligible employee who works part time (less than 100% appointment) accrues vacation on a pro-rated basis. Accrual may not exceed forty-four (44) days (352 hours) on July 1 of every year.
3. **Transfer between Leave Eligible Appointments and Non-Leave Eligible Appointments.**
  - a. Employees in a leave eligible appointment (e.g., *university staff* and 12-month faculty) who transfer or return to a non-leave eligible appointment (e.g., nine-month faculty) shall be paid for earned unused vacation leave in accordance with this policy upon termination of the employee's leave eligible appointment so long as the employee meets the other criteria described in this policy.
  - b. An employee in a non-leave eligible appointment (e.g., nine-month faculty) transferring into a leave eligible appointment (e.g., 12-month faculty or *university staff*) will start accruing per this policy upon the effective date of the leave eligible appointment.
4. **Holidays.** When a holiday occurs during a vacation, the holiday is not considered a day of vacation time.
5. **Leave Without Pay.** There is no vacation accrual during periods of leave without pay or on short work breaks, except for military leave without pay and furloughs.
6. **Compensation.** If an employee has multiple appointments, the compensation rate for the payout upon retirement or termination may be the average of the hourly rates on all active, leave eligible appointments, unless the leave balances were tracked and maintained separately for each appointment.

#### B. Classified Staff

1. Vacation leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.

**Applies to:** All employees.

## Section 2: Sick Leave

### I. Introduction

The intention of this policy is to define sick leave benefits listed in Regent Policy 11.E: Leave Policies for Employees <sup>[4]</sup> for each employment classification. The provisions of this University

Sick Leave Policy are intended to be interpreted in conjunction with the Family Medical Leave Act (FMLA), Sick Leave and FMLA leave shall run concurrently, if applicable.

## II. Policy Statement

### A. Usage for all employment classifications.

1. **Usage.** Sick leave is earned when eligible employment begins. If the employee has sick leave available, it may be used in the following circumstances:
  - a. When the employee has a mental illness or a physical illness or injury (not covered by workers' compensation), or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.
  - b. When the employee needs to care for a family member who has a mental or physical illness, injury, or health condition; needs a medical diagnosis, care, or treatment related to such illness, injury, or condition; or needs to obtain preventive medical care.
  - c. When the employee needs to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member, as defined in II.A.2 below.
  - d. When the employee or family member has been the victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes related to such crime.
  - e. When the employee needs to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care.
  - f. When the employee needs to evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.
  - g. When the employee needs to be absent from work due to a public official closing the employee's place of business or the school or place of care of the employee's child during a public health emergency.
  - h. When the employee is on Parental Leave under section 11 of this APS.
  - i. When the employee is on Family Medical Leave or Family and Medical Leave Insurance (FAMLI) leave.
2. **Family member.** For purposes of section 2 and section 12, an employee's family member means a person who is related by blood, marriage, civil union, domestic partner, or adoption to the employee; a child to whom the employee stands or stood in loco parentis; and a person for whom the employee is responsible for providing or arranging health or safety-related care.
3. **Rehire.** If an employee separates from employment and is rehired within six months after the separation, the employee shall be entitled to any paid sick leave that the employee accrued but did not use during the employee's previous employment with the university and that had not been converted to a monetary compensation to the employee at the time of separation from employment.
4. **Holidays.** When a holiday occurs during sick leave, the holiday is not considered sick leave.

5. **Leave without Pay.** There is no sick leave accrual during periods of leave without pay or when on short work break, except for military leave without pay and furloughs.
6. **Documentation.** Documentation may be required from an employee if four or more consecutive days of paid sick leave are taken.
7. **Disability.** If sick leave extends beyond six months, the employee may consider disability coverage, if eligible.

B. Nine-Month Faculty

1. **Accrual.** Per regent policy 11.E, eligible nine-month faculty on 100% appointment accrue eleven (11) days (88 hours) of paid sick leave annually. Faculty who are on a part-time (less than a 100%) appointment will accrue sick leave on a pro-rated basis. Accrual begins on the first day of eligible appointment. There is no limit on how much sick leave a nine-month faculty member may accrue.
2. **Usage.** Sick leave may be required to be used when the university must replace the eligible faculty member in the classroom, or when the dean or other administrative superior, after consultation with the department concerned, shall so decide. Although nine-month faculty members do not accrue sick leave during summer appointments, they may use accrued sick leave during summer appointments.
3. **Compensation.** No compensation for unused sick leave shall be paid upon separation from employment with the university.

C. *University Staff* and 12-Month Faculty

1. **Accrual.** Per Regent Policy 11.E, eligible full-time university staff and faculty on twelve-month appointments are eligible to receive fifteen (15) working days (120 hours) of paid sick leave annually, earned as 10 hours per month. Eligible employees who are on a part-time (less than 100%) appointment accrue sick leave on a pro-rated basis. Accrual begins on the date that eligible employment begins. There is no limit on how much sick leave an employee may accrue. Sick leave will be earned upon hire date and accrued at the end of each payroll cycle.
2. **Compensation.**
  - a. An employee may be eligible for sick leave compensation based on meeting retirement eligibility, per Regent Policy 11.D: Benefits [4].
  - b. Upon payout due to CU retirement eligibility, the employee's remaining sick leave balance will be removed, leaving the accrued sick balance at zero (0) hours.
  - c. If an employee has multiple appointments, the compensation rate for the payout upon retirement may be the average of the hourly rates on all active, leave eligible appointments, unless the leave balances were tracked and maintained separately for each appointment.
3. **Transfer between Appointments.**
  - a. Employees in *university staff* and 12-month faculty appointments who transfer or return to a nine-month faculty or other appointment that does not allow sick leave payouts are eligible to receive payment for earned, unused sick leave if eligible for early or full CU retirement at the time of transfer according to the maximums in Regent Policy 11.E: Leave Policies for Employees [4].
  - b. If the employee transferring from a *university staff* or 12-month faculty appointment to another university appointment that does not allow sick leave payouts is not eligible for early or full CU retirement, the sick leave balance,

beyond 48 hours of retained sick leave, is forfeited upon transfer to the other appointment.

D. All Other Faculty on Contracts (including applicable student faculty).

1. **Accrual.** Per regent policy 11.E, faculty on a 100% appointment in this category, are eligible to receive three (3) days (24 hours) of sick leave per semester but no more than nine (9) days (72 hours) annually. Accrual begins on the date the appointment begins. Faculty who are on less than a 100% appointment, will accrue sick leave on a pro-rated basis. Accrual may not exceed six (6) days (48 hours) on July 1 of every year. Up to six (6) days (48 hours) of accrued sick leave may carryover from year to year.
2. **Usage.** Sick leave will be granted on the dates noted and may be used immediately.
3. **Compensation.** No compensation for unused sick leave shall be paid upon termination from the university.

E. All Other Paid Employees (including non-contract temporary employees, student employees, and applicable student faculty).

1. **Accrual.** Per regent policy 11.E, employees paid monthly or hourly are eligible to accrue 0.034 hour of sick leave for every hour worked. Accrual begins on the first day of eligible appointment. An eligible employee who works part time earns sick leave on a prorated basis. Accrual may not exceed six (6) days (48 hours) on July 1 of every year. Up to six (6) days (48 hours) of accrued sick leave may carryover from year to year.
2. **Usage.** Sick leave will be earned upon hire date and accrued at the end of each payroll cycle. An employee is not entitled to use more than six (6) days (48 hours) of sick annually.
3. **Compensation.** No compensation for unused sick leave shall be paid upon termination from the university.
4. **Accrual Mechanism.**
  - a. **Monthly.** Accrual will be accrued after each monthly payroll process.
  - b. **Biweekly.** Accrual will be calculated after each biweekly payroll process.

F. Secondary Appointments.

Secondary appointments are primarily used to compensate employees for additional duties over and above their full-time appointment. If an employee has a full-time or 100% appointment and a secondary appointment, no additional sick leave shall accrue under the secondary appointment. If an employee has a less than full-time or 100% appointment and a secondary appointment, sick leave may accrue under the secondary appointment, but the total sick leave accruals under both appointments is limited to the maximum annual accrual for the primary appointment. No employee shall be eligible for more than fifteen (15) working days of paid sick leave annually, earned as 10 hours per month.

G. Classified Staff

1. Sick leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.

## Section 3: Administrative Leave

## I. Introduction

Short-term paid administrative leave is permitted for eligible employees. The president or chancellor may authorize paid administrative leave for employees during an approved campus closure or other emergency. Classified staff administrative leave is governed by the State Personnel Board rules.

## II. Policy Statement

### A. Extended Paid Administrative Leave (applies to all *university staff* and faculty on 12-month appointments)

If a *university staff* or faculty member on a 12-month appointment is the subject of disciplinary action or an investigation, extended paid administrative leave may be authorized for such employee for a reasonable period of time. In such circumstances, a reasonable period of time will be determined based upon the length of time it takes to complete an investigation. Only the president or chancellors, or their designees, may authorize extended paid administrative leave for *university staff* and 12-month faculty for investigative purposes.

However, the president or chancellors, or their designees, reserve the right to place *university staff* or faculty on a 12-month appointment on extended leave without pay.

In the event of an approved campus closure or other emergency, the president or chancellor may authorize extended paid administrative leave sufficient to address the immediate crisis.

### B. Short-Term Paid Administrative Leave (applies to all *university staff* and faculty on 12-month appointments)

Short-term paid administrative leave is not an entitlement or benefit. Authorization of short-term paid administrative leave for eligible employees rests within the sole discretion of their supervisors as exercised within the guidelines described in this policy.

#### 1. Supervisor Granted Short-Term Paid Administrative Leave

Supervisors may authorize short-term paid administrative leave for eligible employees for reasons determined to be for the good of the university and the state. Supervisors shall consider prudent use of taxpayer dollars and the business needs of the university in determining whether such leave is for the good of the state. Such reasons include, but are not limited to, incentive rewards, coursework directly related to employment, and participation in school or community volunteer activities.

Short-term paid administrative leave may also be authorized for eligible employees whose workloads (e.g., specific long- or short-term projects) require them to work significantly beyond their normal work schedules (as established by their individual supervisors) for prolonged periods of time when such leave is found to be necessary to maintain employee performance or morale or in recognition of

extraordinary work performance.

Use of short-term paid administrative leave is not required for eligible employees for the purpose of attending or participating in professional or academic seminars or conferences, participation in official activities of university employee organizations or other similar events, or supervisor required training. These activities are considered to be work time for which leave is not required.

Supervisors of eligible employees may authorize short-term paid administrative leave for the purposes described in this policy. A maximum of ten (10) days or eighty (80) hours of short-term administrative leave may be granted per fiscal year.

Ordinarily, eligible employees must have their supervisor's authorization prior to taking short-term paid administrative leave. In exceptional circumstances, short-term paid administrative leave may be authorized retroactively.

## 2. Chancellor, President and/or Governor's Short-Term Paid Administrative Leave

The campus chancellor, CU president or Colorado Governor may grant administrative leave for campus closures or additional holidays. Each closure decision will articulate if the campus is fully closed or limited to administrative offices only to allow for academic, clinical, and research activity to continue.

If an employee is required to work on a designated administrative leave day, the employee may utilize the administrative leave hours at another time that is agreed upon between the employee and supervisor.

## 3. Inclement Weather Short-Term Paid Administrative Leave

The chancellor and presidents, or their designees, may issue a campus closure due to inclement weather. Each campus follows a distinct inclement weather process and communication is campus specific.

If an employee is required to work on a designated inclement weather administrative leave day, the employee may not utilize the administrative leave hours at another time as this leave is granted for safety purposes.

## C. Volunteer Firefighter and First Responder Required Paid Administrative Leave (applies to all non-temporary employees)

Per State of Colorado Executive Order D 2022 036, CU is required to grant five (5) days of additional administrative leave (8 hours each day, pro-rated for part time) per fiscal year, in support of non-temporary employees responding to a fire as a volunteer firefighter or volunteer first responder. This time may not be used to train for voluntary firefighter or first responder duties.

## D. Reporting Requirements

All use of paid administrative leave for eligible employees, except in situations of

campus closures, must be reported by use of the university's time collection procedures.

### **III. Interpretation**

The Office of the Chief Human Resources Officer and Associate Vice President of Employee Services shall interpret this policy.

**Applies to:** *University staff* and faculty on 12-month appointments.

## **Section 4: Bereavement Leave**

### **I. Policy Statement**

*University staff* and faculty on 12-month appointments may receive up to five working days of paid leave for each death to arrange for and attend the funeral and other affairs of a member of the employee's immediate family when they would otherwise have to work.

Bereavement leave is not intended to be used for end-of-life care.

For purposes of bereavement leave, 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 any other person who is a member of the employee's established household. A supervisor may allow an employee to receive up to five paid working days of bereavement leave for an equally significant other person not included in this definition.

While all employees may utilize sick leave for bereavement purposes, per section 2 of this policy, *university staff* and faculty on 12-month appointments can exhaust bereavement leave allocation prior to utilizing sick leave.

Supervisors have the discretion to ask for documentation when leave abuse is suspected. Please work with Human Resources.

**Applies to:** *University staff* and faculty on 12-month appointments.

## **Section 5: Court and Jury Leave**

### **I. Policy Statement**

- A. *University staff* and faculty on 12-month appointments are granted jury leave with full pay for the period of jury duty. When an employee appears as a witness under subpoena or direction of the proper authority, the employee is granted paid court leave for such service. Compensation received by employees for jury duty or as a witness may be retained by the employee.

- B. If an employee appears in court in an individual capacity without being served a subpoena, the employee will use vacation leave or leave without pay. Compensation received by the employee may be retained by the employee.

**Applies to:** All university employees.

## **Section 6: Furloughs**

### **I. Policy Statement**

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. Employees on furlough continue to accrue annual and sick leave at the same rates as when such employees are on paid leave or engaged in university work during regularly scheduled business hours.

**Applies to:** *University staff* and faculty on 12-month appointments.

## **Section 7: Leave for Job-Related Illnesses and Injuries**

### **I. Policy Statement**

*University staff* and faculty on 12-month appointments who suffer an injury or illness in the line of duty covered by workers' compensation are granted up to ninety (90) work days of paid injury leave. These benefits replace the more limited coverage of workers' compensation insurance which is waived by the employee during the ninety (90) days of injury leave.

If an employee is unable to return to work after that time, the employee is eligible to take accrued vacation and sick leave in addition to workers' compensation. Workers' compensation leave runs concurrently with FMLA.

**Applies to:** *University staff*, faculty on 12-month appointments and classified staff.

## **Section 8: Leave Sharing**

### **I. Introduction**

This administrative policy statement (APS) affirms the availability of leave sharing for all *university staff*, faculty on 12-month appointments and classified staff, and provides guidance regarding minimum procedural standards in its application, as may be further developed in campus and system policy.

## II. Policy Statement

- A. The president and chancellors may establish leave sharing programs for their organizations for the purpose of allowing donated vacation leave to be used by their *university staff*, faculty on 12-month appointments and classified staff. For classified employees, such leave sharing programs may be further developed in accordance with applicable State Personnel Board Rules, subject to the following:
1. Donations
    - a. Only donations of accrued vacation leave are permitted; sick leave cannot be donated. Vacation leave donations must be documented in writing and approved by the donating employee's department to assure sufficient accrued leave exists to support the amount of leave donated.
    - b. Donations may include vacation leave that would otherwise be in excess of accrual limits permitted beyond June 30 of each year.
    - c. Depending on the campus leave sharing program, donations may be made generally to a "leave sharing program" or to a specific person.
  2. Procedures
    - a. Campuses must implement written procedures that provide information to employees regarding leave sharing eligibility criteria, how eligibility and leave amount determinations are made, and how employees may donate or make a request for leave sharing. Such written procedures shall include sample forms for employees to use when donating vacation leave and requesting leave sharing hours.
- Leave Sharing Discretionary
- a. The granting of leave sharing hours is discretionary, is not an employee's entitlement and cannot be grieved or appealed. Additionally, donated vacation leave is not subject to payout upon termination of employment. All requests should be treated in a highly confidential manner.

## III. Related Policies

- A. CU Boulder – Leave Sharing Policy <sup>[19]</sup>
- B. CU Colorado Springs – Leave Sharing Policy <sup>[20]</sup>
- C. CU Denver | Anschutz Medical Center – Leave Sharing Administrative Policy <sup>[21]</sup>
- D. CU System Administration - Leave Sharing Policy <sup>[19]</sup>

**Applies to:** All University employees.

## Section 9: Leave Without Pay

### I. Policy Statement

University employees may be granted leave without pay for valid reasons for a period of up to 12 months. Such leaves must be approved by the employee's supervisor and the hiring

authority. Leave without pay, except for military leave without pay and furloughs, will not be granted until all vacation leave (if eligible), sick leave (if reason for absence is listed in APS 5062 Section 2 or FMLA covered), and any additional accumulated paid leave is exhausted, unless otherwise requested by the employee and approved by the supervisor.

Extensions beyond the initial 12-month period must be approved by the applicable hiring authority in consultation with a human resources office. During periods of leave without pay or short work break, except for military leave and furloughs, the employee does not accrue vacation and sick leave.

**Applies to:** *University staff* and faculty on 12-month appointments.

## **Section 10: Military**

### **I. Policy Statement**

#### **A. Reservist or National Guard**

Use of military leave shall be consistent with state and federal laws. Upon presentation of proper military orders, *university staff* or faculty on a 12-month appointment who is a reservist or member of the National Guard with the United States Military is granted up to 21 calendar days of paid leave (prorated for current appointment percent of time) per fiscal year with pay to attend training and/or active-duty service ordered. This leave is not charged to vacation leave.

If military service continues beyond 21 calendar days, the employee may utilize and exhaust their vacation leave. Once the employee exhausts vacation leave or chooses not to utilize vacation time, the employee will be placed on military leave without pay for any remaining period of required military service. An employee on military leave continues to accrue vacation and sick leave.

#### **B. Active Duty**

A department head may authorize pay equal to the difference between the employee's university monthly pay and the sum of the monthly military pay and allowances for an employee called to active military duty. Such differential pay shall not exceed 90 calendar days and applies after exhaustion of the 21 calendar-day paid military leave. To receive differential pay, the employee must furnish 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.

*University staff* or faculty on a 12-month appointment who voluntarily enters military service are granted military leave without pay until the end of the initial period of service, plus any period of additional service imposed by law.

**Applies to:** All Employees

## **Section 11: Parental Leave**

### **I. Introduction**

The intention of this policy is to set forth the leave that a parent may take and define parental leave benefits for each employment classification.

### **II. Policy Statement**

#### **A. Parental Leave Benefits by Employment Classification**

The provisions of this University Parental Leave Policy are intended to be interpreted in conjunction with the Federal Family Medical Leave Act (*FMLA*) and State of Colorado Family and Medical Leave Insurance Act (*FAMLI*). Parental Leave, *FAMLI* leave, and *FMLA* leave shall run concurrently. Thus, parental leave counts as part of, and is not in addition to, the 12 weeks of leave guaranteed by the *FMLA* and *FAMLI*.

CU parental leave is granted to care for the birthing parent immediately after birth (6-8 weeks) and/or to care for the employee's *child* within 12 months of the birth, adoption, foster care placement, or guardianship of a *child*. The employee shall inform the appropriate supervisor as early as possible of the intent to request parental leave.

During unpaid parental leave, employees are required to adhere to any leave without pay policies.

If an employee is in a paid status, they will receive holiday pay in lieu of other compensation types. During consecutive leave periods, the holiday hours are included in the time off calculation and do not extend the leave period.

At no time will compensation equal more than an employee's full salary, regardless of funding source. All leave program hour entitlements will be prorated based on the appointment percent of time.

For compliance and consistency, employees shall submit a leave application to Employee Services to utilize *FAMLI*, *FMLA*, and Parental Leave.

1. Nine-Month Faculty (non-temporary)
  - a. Time off options – programs run concurrently
    - i. Faculty Parental Leave:
      1. Entitled to up to 18 weeks of parental leave.
      2. Eligible on first day of employment if date of hire precedes first day of qualifying event.
    - ii. *FAMLI*:
      1. Entitled to up to 12 weeks (480 hours) of *FAMLI* leave.
      2. Eligible on first day of employment if work occurs in Colorado.

- iii. *FMLA*:
      1. Entitled to up to 12 weeks (480 hours) of *FMLA* leave.
      2. Eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months.
  - b. Compensation options for the 18 weeks based on eligibility for each leave program
    - i. Faculty parental leave:
      1. Entitled to 50% compensation for 18 weeks of parental leave. Faculty parental leave will supplement *FAMLI* wages, to at least 50% of pay.
      2. If there is no *FAMLI* available or becomes unavailable, Faculty parental leave compensates up to 50% of pay for up to 18 weeks.
      3. Eligible on first day of employment if date of hire precedes first day of qualifying event.
    - ii. *FAMLI*:
      1. Entitled to a percentage of weekly wages, for up to 12 weeks (480 hours).
      2. Eligible on first day of employment if work occurs in Colorado.
    - iii. Sick leave:
      1. Allowed to supplement compensation and combine with *FAMLI* and/or faculty parental leave for 18 weeks to provide an employee's full compensation.
    - iv. Short-term disability for birth *parent* only (optional plan, paid for by employee):
      1. Allowed to supplement compensation and combine with *FAMLI* and/or faculty parental leave.
      2. Must exhaust sick leave prior to utilization.
- 2. University Staff and Twelve-Month Faculty (non-temporary)
  - a. Time off options – programs run concurrently
    - i. Parental Leave:
      1. Entitled to 26 consecutive weeks of unpaid parental leave.
      2. Eligible on first day of employment if date of hire precedes first day of qualifying event.
    - ii. *FAMLI*:
      1. Entitled to up to 12 weeks (480 hours) of *FAMLI* leave.
      2. Eligible on first day of employment if work occurs in Colorado.
    - iii. *FMLA*:
      1. Entitled to up to 12 weeks (480 hours) of *FMLA* leave.
      2. Eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months.
  - b. Compensation options for up to 26 weeks based on eligibility for each leave program
    - i. Paid parental leave (PPL):
      1. Entitled to 100% compensation for the first 6 weeks (240 hours) of parental leave. Paid parental leave will supplement *FAMLI* wages, not to exceed 100% of pay.
      2. If *FAMLI* is not available or becomes unavailable, PPL compensates up to 100% of pay for up to 6 weeks.
      3. Eligible on first day of employment if date of hire precedes first



day of qualifying event.

- iv. Sick leave:
    - 1. Use alone and/or allowed to supplement compensation with *FAMLI* to provide an employee's full compensation.
  - v. Vacation leave:
    - 1. Allowed to supplement compensation and combine with *FAMLI* to provide an employee's full compensation once sick leave is exhausted.
  - vi. Holiday pay that falls within the leave period if employee is in paid status
  - vii. Short-term disability for birth *parent* only (mandatory plan, paid for by university):
    - 1. Allowed to use in addition to *FAMLI*.
  - viii. Leave without pay.
4. All other employees

Regular employees in appointments less than 50%, temporary faculty, temporary staff, student employees, graduate students on appointment, residents, and any other employee not listed in sections above. *Note that individuals in job codes 3201-3209 (on unique stipends and fellowships) are not considered CU employees and are not subject to the FAMLI premium and are not entitled to FAMLI benefits.*

- a. Time off options – programs run concurrently
  - i. *FAMLI*
    - 1. Entitled to up to 12 weeks (480 hours) of *FAMLI* leave.
    - 2. Eligible for *FAMLI* beginning on first day of employment.
  - ii. *FMLA*
    - 1. Entitled to up to 12 weeks (480 hours) of *FMLA*.
    - 2. Eligible if worked at CU for at least 12 months and at least 1,250 hours over the past 12 months?.
- b. Compensation Options
  - i. *FAMLI*
    - 1. Entitled to a percentage of weekly wages, for up to 12 weeks (480 hours).
    - 2. Eligible on first day of employment if work occurs in Colorado.
  - ii. Sick leave:
    - 1. Allowed to supplement compensation and combine with *FAMLI* to provide an employee's full compensation.
  - iii. Vacation
    - 1. Allowed to supplement compensation and combine with *FAMLI* to provide an employee's full compensation once sick leave is exhausted if employee earns vacation time.

## B. Parental Leave Components

- 1. University Paid Parental Leave (PPL) Benefit Program
  - a. The university grants 100% compensation for the first 6 weeks (240 hours) of parental leave to eligible employees (see section II.B.1.b). Paid parental leave will supplement *FAMLI* and *PFML* wages, not to exceed 100% of pay, and cannot be utilized without *FAMLI* unless *FAMLI* has been exhausted in

the current year or for out-of-state employees.

- i. Parental leave must be taken and completed within one year of the birth, adoption, foster care placement, or guardianship of a *child*. A department may require blocks of time (i.e. full shifts, days or weeks) for bonding and request the employee make a reasonable effort to schedule leave as not to unduly disrupt operations.
  - ii. There is no cash value for paid parental leave upon termination from the university and leave cannot be rolled forward for future use.
  - iii. University paid parental leave is calculated on the employee's base salary only and is subject to taxes and withholdings.
  - iv. Eligible employees are only entitled to one paid parental leave period per year from the date the first paid parental leave begins.
  - v. University paid parental leave is not in addition to the State of Colorado Paid Family Medical Leave (PFML) program for classified staff.
- b. Eligibility for University Paid Parental Leave Program
    - i. A regular, non-temporary 12-month faculty member, university staff, or classified staff member must have a regular appointment of 50% or greater on the date of birth, adoption, foster care placement, or guardianship of a *child* to be eligible for paid parental leave.
2. Family and Medical Leave Insurance (*FAMLI*)

*FAMLI* is a state law that guarantees Colorado workers 12 weeks per year of partial wage replacement and leave to attend to certain family and medical needs, including a *child's* birth, adoption, foster care placement, or guardianship of a *child*.

- a. An employee may receive up to an additional 4 weeks if complications pertaining to the birthing *parent's* health occur and are documented on a medical certification form.
  - b. Employees are eligible for job protection through *FAMLI* after 180 days of employment.
  - c. If *FAMLI* is utilized for a different condition in the same year, the amount allocated for the purposes of parental leave is reduced accordingly.
  - d. The university shall inform all employees who are covered by *FAMLI* of their *FAMLI* rights regarding leave for pregnancy or for the birth, adoption, foster care placement, or guardianship of a *child*, and shall administer *FAMLI* leave in accordance with CU's *FAMLI* Plan and university policies.
3. Family Medical Leave Act (*FMLA*) for Parental Leave

The *FMLA* is a federal law that guarantees certain workers 12 weeks per year of unpaid leave to attend to certain family and medical needs, including a *child's* birth, adoption, foster care placement, or guardianship of a child.

- a. If *FMLA* is utilized for a different condition in the same year, the amount allocated for the purposes of parental leave is reduced accordingly.

- b. The university shall inform all employees who are covered by the *FMLA* of their *FMLA* rights regarding leave for pregnancy or for the birth, adoption, foster care placement, or guardianship of a *child*, and shall administer *FMLA* leave in accordance with federal law.
4. Alternative Leave for Birth, Adoption, Foster Care Placement, or Guardianship of a *Child*

Any faculty or staff member who does not wish to take the standard leave described in section II.A may negotiate an alternative leave arrangement with their supervisor or primary unit chair. For example: using the six-month unpaid parental leave intermittently, alternative work schedules, differentiated workloads, banked courses, etc.

The decision whether to grant such a negotiated leave arrangement shall be dictated by the needs of the unit, at the discretion of the supervisor or unit chair and in consultation with the human resources office to ensure that the decision is consistent with the *FMLA* and *FAMLI*. Negotiated leave arrangements must be in writing and, in the case of a staff member, signed by the staff member and supervisor; or, in the case of a faculty member, by the faculty member, chair, and dean.

#### C. Tenure Probationary Period for Tenure-Track Faculty

Consistent with Regent Policy 5.D.1: Tenure Probationary Period [22] and section III.A of APS 1022 - Standards, Processes and Procedures for Reappointment, Tenure, Promotion, and Post-Tenure Review [23], leave taken pursuant to this parental leave policy, including a negotiated alternative leave, does not count as part of the tenure probationary period. Parental leave results in a "stop" on the tenure clock; such "stops" must be taken in one-year increments. However, a faculty member may irrevocably elect, no later than six months following their return to full-time service, to have the leave time count as part of the tenure probationary period. Such an election shall be made in writing and must be approved by the dean and the chancellor.

A faculty member who has experienced the birth, adoption, foster care placement, or guardianship of a *child*, but who does not take parental leave, may also irrevocably elect to stop the tenure clock for one year, provided the election is made in writing within six months of the *child's* birth, adoption, foster care placement, or guardianship of a *child*.

Absent extraordinary circumstances, a maximum of two "stops" on the tenure clock for parental leave is allowed under this policy.

#### D. Simultaneous Leave

If both *parents* are employed by the University of Colorado and both are eligible for any parental leave benefit described under this policy, paid and unpaid leaves under this policy may be taken simultaneously or may be staggered within 12 months of a *child's* birth, adoption, foster care placement, or guardianship of a *child*.

#### E.

### Campus Parental Leave Policies

1. A campus may adopt a campus-specific policy provided that the approved policy is referenced in section IV of this APS and the Office of University Counsel reviews any alternate policy.
  - a. A campus may provide additional parental leave benefits to its employees or to a group of its employees that are more generous than those provided in section II.A of this APS.

## III. Definitions

Italicized terms used in this section of the Administrative Policy Statement (APS) are defined below.

FMLA – The Family Medical Leave Act, 29 U.S.C. 2601 et seq., a federal law which guarantees unpaid, job protected leave for certain employees experiencing qualifying family and medical circumstances, including the birth, adoption, foster care placement or guardianship of a child.

FAMLI – The Family and Medical Leave Insurance Act, C.R.S. § 8-13.3-501, is a state of Colorado law with guarantees all employees experiencing a qualifying family and medical circumstance a partial wage replacement and job protected leave.

Child – A biological child, adopted child, foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and “incapable of self-care because of a mental or physical disability” at the time leave is to commence.

Parent – A biological parent, adoptive parent, foster parent, guardian or a spouse, domestic partner or civil union partner of a parent, including an employee using a surrogate/gestational carrier.

## IV. Related Policies

- A. Campus Parental Leave Policies
  - o CU Boulder [24]
- B. Regent Policy 11.E: Leave Policies for Employees [4]
- C. FAMLI Process and Procedures [25]

**Applies to:** All university employees

## Section 12: Paid Sick Leave During a Public Health Emergency

## I. Policy Statement

During a public health emergency, the university will not provide supplemental sick leave for those employees who, by university policy, have the necessary amount of sick leave required by C.R.S. § 8-13.3-405(1)(a-b). If during a public health emergency, an employee does not have the necessary amount of sick leave required by C.R.S. § 8-13.3-405(1)(a-b), the university will supplement the employee's sick leave as necessary.

### A. Supplemental sick leave ?

The university will supplement an employee's sick leave as necessary to ensure that an employee may take the following amount of sick leave:

- 80 hours of paid sick leave for full-time employees; or
- the greater of the number of hours the employee is scheduled to work in a 14-day period or the average time the employee actually works in a 14-day period for part-time employees. Unused paid sick leave described above, may be counted towards an employee's supplemental sick leave required during a public health emergency.

### B. An employee may take paid sick leave during a public health emergency if the employee:

- is self-isolating due to a positive diagnosis, of the illness that is the cause of the public health emergency;
- is experiencing symptoms, seeking a medical diagnosis, medical treatment, or seeking preventive care with respect to the illness causing the public health emergency;
- public health officials or the employer determines it is unsafe for the employee to come to work due to the public health emergency;
- is caring for a family member in the above circumstances;
- needs to care for a child or other family member whose childcare facility is unavailable, or the child's childcare facility or school is closed due to the public health emergency;
- is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency. C.R.S. § 8-13.3-405(4)(a)-(b).

An employee may use the public health emergency sick leave for four weeks after the official termination or suspension of the public health emergency.

Employees are only eligible for supplemental paid sick leave once during the entirety of a public health emergency.

### C. Documentation

Documentation is not required to take paid sick leave during a public health emergency, but the employee should notify the supervisor as soon as possible.

### D. Family member

For purposes of section 12 and section 2, an employee's family member means a

person who is related by blood, marriage, civil union, domestic partner, or adoption to the employee; a child to whom the employee stands or stood in loco parentis; and a person for whom the employee is responsible for providing or arranging health or safety-related care.

**Applies to:** Faculty members on all campuses

## **Section 13: Leave for Faculty Serving in Elected Office**

### **I. Introduction**

The university encourages and supports public service among its faculty. The policy establishes rules to ensure that tenured faculty are provided the opportunity to serve in elected office and provisions for non-tenured faculty who wish to serve.

### **II. Policy Statement**

- A. As a private citizen, a faculty member may engage in political activities, including campaigning for elected office or serving in elected office. The university shall not restrict such activity provided it does not interfere with the faculty member's responsibilities to the university. Potential conflicts of interest or commitment shall be addressed in accordance with APS 5012: Conflicts of Interest and Commitment in Research and Teaching <sup>[26]</sup>.
- B. If a tenured faculty member is elected to a paid position that requires a full-time time commitment, a leave without pay shall be requested by the faculty member and shall be granted by the university. If full-time service is required for only a specific period of time, a leave without pay shall be requested and shall be granted for the period of full-time service.
  1. Mandatory approval of leave without pay shall only apply to the first term of office. Leave for subsequent terms may be negotiated with the dean of the faculty member's school or college, but is not guaranteed.
- C. Non-tenured faculty may request leave to serve in elected office; however, leave is not guaranteed. The tenure probationary period for tenure-track faculty shall only be extended if leave is granted and an extended probationary period is explicitly approved as part of that agreement.
- D. A faculty member should contact Employee Services for information on the impact of a leave without pay or reduction in time (partial leave) on benefits eligibility.

### **III. Related Policies**

- APS 5012: Conflicts of Interest and Commitment in Research and Teaching <sup>[26]</sup>

**Functional Area:**

Human Resources (50XX) [27]

**Effective Date:**

Wednesday, January 1, 2025

**Last Reviewed/Updated date:**

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**Supersedes:**

APS 5062-Leave, February 1, 2024 (effective dates may vary by section)

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

APS 5013

### **APS 5013 - Acting and Interim Appointments for University Staff Positions** [28]

**APS Policy Title:**

Acting and Interim Appointments for University Staff Positions

Provides guidance for making acting or interim appointments to non-faculty positions that are exempt from the state personnel system (Administrative Positions).

**APS Number:**

5013

**Reason for Policy:**

To provide guidelines not addressed in regent policy.

**Approved By:**

President Todd Saliman

**APS Designation:**

Active [15]

**File attachment - APS:**



5013.pdf [29]

**Responsible University Officer:**

Vice President of Administration

**Responsible Office:**

Vice President of Administration

**Policy Contact:**

Vice President of Administration

**Applies to:**

Universitywide

**Policy Body:**

## **I. Introduction**

This Administrative Policy Statement (APS) provides guidance for making acting or interim appointments to non-faculty, university staff positions, department chairs and associate and assistant deans. For the purposes of this policy, the terms "acting" or "interim" are used interchangeably. This APS does not apply to acting or interim appointments for officer positions that report directly to the Board of Regents.

## II. Policy Statement

- A. An acting or interim appointment may be made to an Administrative Position on a temporary basis if it is determined by the position's appointing authority to be in the best interests of the university. Usually, standard appointments to vacant positions should be made as soon as possible given the circumstances of the vacancy and in the best interests of the university.
- B. All acting or interim appointments to Administrative Positions must be approved in accordance with Regent Policy 2.K <sup>[30]</sup>.
- C. A letter of offer or addendum is required to appoint an employee to an acting or interim appointment, that includes the following terms and conditions:
  1. A statement regarding the duration of the acting or interim appointment, and explanation that extensions of time-specific acting or interim appointments must be approved as personnel matters pursuant to Regent Policy 2.K <sup>[30]</sup>.
  2. Ordinarily, acting or interim appointments should not exceed six months.
  3. As determined by the Appointing Authority, a statement regarding the position the prospective appointee already occupies, in the form of one of the following options:
    - a. the Appointing authority may allow the prospective appointee to remain in the position they already occupy, and assign the additional duties and responsibilities of the Administrative Position on an acting or interim basis;
    - b. as an inducement for the prospective appointee to accept the acting or interim appointment, the Appointing Authority may agree to hold open the position already occupied by the prospective appointee, or to fill the position already occupied by the prospective appointee on a temporary basis, for the duration of the acting or interim appointment; or
    - c. the Appointing Authority may decide that the position already occupied by the prospective appointee shall remain subject to administrative discretion as exercised in the normal course of business.
  4. A statement regarding the Appointing Authority's determination of a reasonable and appropriate salary to be paid to the prospective appointee while serving in the acting or interim capacity. Such determination shall be subject to the regular salary approval process, pursuant to Regent Policy 2.K <sup>[30]</sup> and Regent Policy 11.C <sup>[4]</sup>.
  5. A statement regarding terms and conditions for annual and sick leave accrual, and benefits eligibility for the period of the interim appointment; or the terms and conditions of such benefits that depart from those of a regular university staff

appointment (if any), subject to advance, written approval of the respective campus or system administration human resources office.

6. Except as otherwise provided in a term employment contract as approved by the board of regents, the following statements regarding at-will employment; controlling terms and conditions; and ethical standards; are as follows:
  - a. This is an at-will appointment and is subject to all the rules and policies of the university. Your employment is subject to termination by either you or the university at any time without notice, and with or without cause. Except as provided by applicable law, no compensation shall be owed or paid to you upon or after the termination of your employment unless it was earned prior to termination.
  - b. The terms and conditions of this acting or interim appointment as stated in this letter of offer supersede any conflicting provisions that may be contained in employee handbooks, but may not supersede regent laws or policies or state law. However, the terms and conditions of this acting or interim appointment are subject to any changes to the university's employment policies that affect all employees of the university staff class, as applicable.
  - c. You (the appointee) agree to uphold ethical standards appropriate to your position, including, but not limited to, complying with all applicable laws, rules, regulations, and policies, and reporting suspected or known noncompliance as required by regent and university policies.
7. If the prospective appointee is a certified employee of the state personnel system, the letter of offer shall include a statement providing for a leave without pay from the classified position that the prospective appointee already occupies, for the duration of the initial period of the acting or interim appointment. Such statement shall also provide that upon termination of the initial period of the acting or interim appointment, the appointee shall be reinstated to their former classified position, without loss of any rights or benefits accruing to that position in their absence, and with restoration of all accrued unused leave remaining at the time of acceptance of the acting or interim appointment. In the event the appointee's classified position no longer exists, layoff procedures shall apply.
- D. If the appointee is selected, through search procedures, for the standard appointment to the Administrative Position in which the appointee serves on an acting or interim basis, the standard appointment to the Administrative Position and salary will be treated as personnel matters subject to approval pursuant to Regent Policy 2.K <sup>[30]</sup>.

### **III. Interpretation**

Subject to the president's authority to interpret university policies, the Vice President of Administration shall provide interpretive guidance for this policy.

### **IV. History**

- Adopted: Officer and Exempt Professional Positions, May 1, 1984.
- Revised: November 20, 1995; July 1, 2005; January 1, 2011, renamed Acting and Interim Appointments for University Staff Positions; The term "Officer and Exempt

Professional” was replaced with the term “university staff” effective November 1, 2014; January 1, 2018; September 2, 2021, revised for changes related to the Equal Pay Act and made retroactive to January 1, 2021.

- Last Reviewed: January 1, 2018. (Limited review in 2021 and revisions made related to the Equal Pay Act only)

**Functional Area:**

Human Resources (50XX) <sup>[27]</sup>

**Effective Date:**

Friday, January 1, 2021

**Last Reviewed/Updated date:**

Monday, January 1, 2018

**Supersedes:**

Acting and Interim Appointments for University Staff Positions, January 1, 2011

**Groups audience:**

Employee Services

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

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- [4] <https://www.cu.edu/regents/policy/11> [5] <https://www.cu.edu/employee-services/policies/facultyuniversity-staff-leave-without-pay-fact-sheet-form> [6] <https://www.colorado.edu/hr/cu-boulder-holiday-schedule> [7] <https://hr.uccs.edu/document-library#calendars> [8] <https://www.ucdenver.edu/offices/human-resources/holiday-schedules> [9] <https://www.cuanschutz.edu/offices/human-resources/holiday-schedules> [10] <https://www.colorado.edu/hr/> [11] <http://www.uccs.edu/hr/contact-us/human-resources-staff.html> [12] <https://www.ucdenver.edu/offices/human-resources> [13] <https://www.cuanschutz.edu/offices/human-resources> [14] <https://www.cu.edu/employee-services/benefits-wellness/current-employee> [15] <https://www.cu.edu/aps-designation/active> [16] <https://www.cu.edu/sites/default/files/aps/182974-aps-5062-leave/aps/5062.pdf> [17] <https://www.cu.edu/employee-services> [18] <https://www.cu.edu/ope/aps/glossary> [19] <https://www.colorado.edu/hr/leave-sharing> [20] <https://hr.uccs.edu/current-employees/leave/leave-sharing-program> [21] [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](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) [22] <https://www.cu.edu/regents/policy/5> [23] <https://www.cu.edu/ope/aps/1022> [24] <https://www.colorado.edu/policies/paid-parental-leave> [25] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/colorado-famli-program> [26] <https://www.cu.edu/ope/aps/5012> [27] <https://www.cu.edu/ope/aps/human-resources-50xx> [28] <https://www.cu.edu/ope/aps/5013> [29] <https://www.cu.edu/sites/default/files/5013.pdf> [30] <https://www.cu.edu/regents/policy/2>