# ADMINISTRATIVE POLICY STATEMENT

**Policy Title:** Leave Sharing for University Staff, Faculty on Twelve-month Appointments and Classified Staff  

**APS Number:** 5049  
**APS Functional Area:** HUMAN RESOURCES  

<table>
<thead>
<tr>
<th>Brief Description:</th>
<th>Guidance regarding availability and minimum procedural standards for application to a leave sharing program.</th>
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<tbody>
<tr>
<td><strong>Effective:</strong></td>
<td>7/1/2010<em>August 1, 2017</em></td>
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<tr>
<td><strong>Approved by:</strong></td>
<td>President Bruce D. Benson <em>(Pending)</em></td>
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<tr>
<td><strong>Responsible University Officer:</strong></td>
<td>Vice President, Employee and Information Services</td>
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<td><strong>Responsible Office:</strong></td>
<td>Vice President, Employee and Information Services</td>
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<td><strong>Policy Contact:</strong></td>
<td>Vice President, Employee and Information Services</td>
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<tr>
<td><strong>Supersedes:</strong></td>
<td>Leave Sharing for University Staff, Faculty on Twelve-month Appointments and Classified Staff, July 1, 2010; Leave Sharing for Officers, Exempt Professional and Faculty on Twelve-Month Appointments, January 1, 2008 and Leave Sharing for Permanent State Classified Staff, July 1, 1990</td>
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<td><strong>Last Reviewed/Updated:</strong></td>
<td>August 1, 2017 <em>(Pending)</em> 7/1/2010*</td>
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<tr>
<td><strong>Applies to:</strong></td>
<td>University staff, faculty on twelve-month appointments and classified staff</td>
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<td><strong>Reason for Policy:</strong></td>
<td>Guidance regarding availability and minimum procedural standards for application to a leave sharing program.</td>
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## I. INTRODUCTION

This administrative policy statement (APS) affirms the availability of leave sharing for all university staff, faculty on twelve-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 annual leave to be used by their university staff, faculty on twelve-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 annual leave are permitted; sick leave cannot be donated. Annual 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 annual 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 annual leave and requesting leave sharing hours.

3. Leave Sharing Discretionary

a. The grant of leave sharing hours is discretionary, is not an employee’s entitlement and cannot be grieved or appealed. Additionally, donated annual leave is not subject to payout upon termination of employment. All requests should be treated in a highly confidential manner.

III. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

UCB – Leave Sharing Policy
UCD – Leave Sharing Administrative Policy
UCCS – Leave Sharing Policy 300-007—http://www.uccs.edu/vcaf/policies/uccs/policies.html
System Administration - Leave Sharing Policy

IV. HISTORY

- Initial policy – January 1, 2008
- The term “officer and exempt professional” was replaced with the term “university staff” effective November 1, 2014.
- Links updated July 8, 2015.
- Updated August 1, 2017 (Pending)

V. KEY WORDS

Leave sharing, leave bank, and leave donations