



University of Colorado

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Volunteer Hours

The University of Colorado, Office of System Administration allows university staff and classified employees to use short-term paid administrative leave for volunteer work! This is based on Administrative Policy 5021 and the State Board Rules. Granting the time off is up to the discretion of the employee's supervisor. These are not new policies. However, System Staff Council would like to make more people aware of this opportunity to give back and participate in volunteer activities Here is more information:

University Staff

APS 5021, II.B. Short-Term Paid Administrative Leave

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 over a twelve-month period.

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.

II.B.1. Purpose of 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.

Classified Staff

Administrative leave guidance can be found in State Personnel Board Rule 5-15. Administrative leave may be used to grant paid time when the appointing authority wishes to release employees from their official duties for the good of the state. In determining what is for the good of the state, an appointing authority must consider prudent use of taxpayer and personal services dollars and the business needs of the department.

To view the entire APS for University Staff, click [here](#). For Classified Staff, click [here](#).

If you use this type of leave after approval from your supervisor, please use the "Volunteer-Administrative Leave" code in MyLeave.