



University of Colorado

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BOARD OF REGENTS

11. COMPENSATION

Policy 11.E: Leave Policies for Faculty and Staff

11.E.1 Vacation

(A) Nine-Month Faculty

- (1) **Accrual.** Nine-month faculty on academic appointments do not accrue vacation leave.
- (2) **Compensation.** N/A.

(B) University Staff and Twelve-Month Faculty

- (1) **Accrual.** Full-time university 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 or is on unpaid leave earn vacation on a prorated basis. Vacation accrual may not exceed forty-four (44) days on July 1 of every year.
 - (a) For Fiscal Year 2020-21, at the discretion of the president for system administration employees, or the chancellor for employees of the relevant campus, which discretion may be delegated, employees who have been unable to take vacation due to the COVID-19 public health emergency may accrue and carry more than forty-four (44) days of vacation leave as of July 1, 2020 through July 1, 2021. The administration may adopt policies to implement this subsection (a) but this subsection (a) shall be repealed without further action as of July- 1, 2021
- (2) **Compensation.** Direct compensation is not provided in lieu of use of earned vacation. Upon retirement or termination of employment, not including transfers or intent to be rehired at CU within thirty (30) days, direct payment is made in the equivalent amount of the employee's earned unused vacation time up to a maximum of forty-four (44) days per termination from the university. Vacation payout will be calculated at the employee's compensation rate at the time of each termination.
 - (a) For business needs, a campus may create a policy to pay all or a portion of the vacation accrual, up to the maximum of forty-four (44) days, without formal termination from the university. The campus

policy must include eligibility criteria, funding sources, and maximum leave payout.

(C) **Classified Staff**

- (1) Leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.

11.E.2 Sick Leave

(A) **Nine-Month Faculty**

- (1) **Accrual.** Sick leave benefits shall be available to faculty on nine-month appointments or contracts. Each eligible person under the plan shall be entitled to eleven (11) days of sick leave at full salary for each completed academic year of service rendered from the date employment began.
 - (a) Provided that, not more than eleven (11) days of sick leave at full salary may be accumulated in any calendar year.
 - (b) Provided that, the words "academic year" are held to mean consecutive fall and spring semesters.
- (2) **Compensation.** No compensation for unused sick leave shall be paid upon termination from the university.

(B) **University Staff and Twelve-Month Faculty**

- (1) **Accrual.** Full-time university staff and faculty on twelve-month appointments are eligible to receive fifteen (15) working days of paid sick leave annually, earned as 10 hours per month. There is no limit on how much sick leave an employee may accrue. An eligible employee who works part-time or is on unpaid leave earns sick leave on a prorated basis.
- (2) **Compensation.**
 - (a) Unused, accrued sick leave may be compensated when the employee terminates and meets the age and service requirements for CU retirement (PERA retirement eligibility is not applicable). Once the sick leave compensation is paid, the employee's remaining accrued sick leave balance will be removed, leaving the accrued sick leave balance at zero hours. An employee is eligible for sick leave compensation one time only, unless the employee rescinds their retirement with both CU and their respective retirement vendor and is subsequently employed in a leave-eligible position, in which case the eligible sick leave compensation will again be paid upon termination.
 - (b) If an employee dies while actively employed, the spouse or estate will be compensated.

- (c) The employee's maximum sick leave accrual for purposes of compensation is 120 days. The maximum compensation payout is 30 days, which is $\frac{1}{4}$ of the employee's maximum sick leave accrual, except as noted below. If an employee's sick leave accrual balance is less than 120 days, the compensation payout is $\frac{1}{4}$ of the balance the employee has accrued.
 - i. For university staff and faculty on twelve-month appointments, accruals for the purpose of the maximum sick leave compensation will be based upon documented departmental sick leave records verified as of May 1, 2001.
 - ii. Any employee whose documented accrued sick leave was in excess of 120 days on May 1, 2001, will use the entire accrued balance as of May 1, 2001 to identify their maximum sick leave accrual for purposes of compensation. These employees will be eligible to receive compensation payment for one-fourth ($\frac{1}{4}$) of any unused portion of the accrued balance.
- (d) Sick leave payment will be calculated at the employee's compensation rate at the time of each retirement eligible termination or upon death.

(C) Classified Staff

- (1) Leave benefits for classified staff are governed by the State of Colorado Personnel Board Rules.

11.E.3 Other Types of Leave

The president may establish additional types of leave as determined by federal and state law or as deemed necessary for specific employment classifications. Examples include: court and jury leave, military leave, bereavement leave, leave for job-related illnesses and injuries, leave without pay, parental leave, administrative leave, leave sharing and furloughs.

11.E.4 Verification of Leave Accruals and Recording Leave Usage

- (A) Each employee and supervisor is responsible for maintaining accurate and complete vacation and sick leave records within his/her department or unit. These records will be used to verify leave benefits involved in termination, retirement, or transfer. This record must accompany termination documents for payment of annual leave and sick leave if eligible for retirement.
- (B) Each supervisor is responsible for ensuring that these policies for vacation, sick leave, and other leaves are applied in a consistent manner and in consultation with appropriate human resources personnel, where necessary, to achieve substantial uniformity across all campuses of the University of Colorado.

History:

- Adopted: May 9, 2002 - Regent Policy 11.H - Leave Policies.
- Revised: May 19, 2009. The current revisions incorporate the provisions of Regent Policy 11.J - Parental Leave for Faculty, Officers and Exempt Professionals, recommended for rescission. As part of the May 19, 2009 resolution, the board authorized staff to reformat and renumber the sections contained in Regent Policy 11. The policy was renumbered as Policy 11.E; April 17, 2015 - The term “officer and exempt professional” was replaced with the term “university staff”; April 2, 2020 ~~–~~ An interim provision to 11.E.1-(B)-(1) was approved on May 19, 2020, and will be repealed on July 1, 2021.
- Last Reviewed: April 2, 2020.