



# University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

## 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 (less than 100%) ~~accrues or is on unpaid leave earn~~ vacation on a prorated basis. Eligible employees on leave without pay, except for military leave without pay and furloughs, do not accrue vacation leave. Vacation accrual may not exceed forty-four (44) days (352 hours) 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 The administration may adopt policies to implement this subsection (a) but this subsection (a) shall be repealed without further action as of July 1, 2021.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 (352 hours) per ~~separation from employment termination~~ from the university. Vacation payout will be calculated at the employee's compensation rate at the time of each separation from employment termination.

44 (a) For business needs, a campus may create a policy to pay all or a  
45 portion of the vacation accrual, up to the maximum of forty-four (44)  
46 days (352 hours), without formal ~~separation~~~~termination~~ from the  
47 university. The campus policy must include eligibility criteria, funding  
48 sources, and maximum leave payout.

49  
50 (C) Classified Staff

51  
52 (1) Leave benefits for classified staff are governed by the State of Colorado  
53 Personnel Board Rules.

54  
55 **11.E.2 Sick Leave**

56  
57 (A) Nine-Month Faculty

58  
59 (1) **Accrual.** Sick leave benefits shall be available to faculty on nine-month  
60 appointments ~~or contracts~~. Nine-month faculty on a 100% appointment  
61 will accrue eleven (11) days (88 hours) of sick leave annually, beginning  
62 on the first day of their eligible appointment. Eligible faculty who are on a  
63 part-time (less than a 100%) appointment accrue sick leave on a prorated  
64 basis. Eligible faculty on leave without pay, except for military leave  
65 without pay and furloughs, do not accrue sick leave. ~~Each eligible person~~  
66 ~~under the plan shall be entitled to eleven (11) days of sick leave at full~~  
67 ~~salary for each completed academic year of service rendered from the~~  
68 ~~date employment began.~~

69  
70 ~~(a) Provided that, not more than eleven (11) days of sick leave at full~~  
71 ~~salary may be accumulated in any calendar year.~~

72  
73 ~~(b) Provided that, the words "academic year" are held to mean~~  
74 ~~consecutive fall and spring semesters.~~

75  
76 (2) **Compensation.** No compensation for unused sick leave shall be paid  
77 upon ~~separation from employment~~~~termination from~~ with the university.

78  
79 (B) University Staff and Twelve-Month Faculty

80  
81 (1) **Accrual.** Full-time university staff and faculty on twelve-month  
82 appointments are eligible to receive fifteen (15) working days (120 hours)  
83 of paid sick leave annually, earned as 10 hours per month. Accrual begins  
84 on the first day of eligible appointment. There is no limit on how much sick  
85 leave an employee may accrue. ~~An e~~Eligible employees who are on a  
86 works part-time (less than 100%) appointment accrue sick leave on a  
87 prorated basis. Employees on leave without pay, except for military leave  
88 without pay and furloughs, do not accrue sick leave. ~~or is on unpaid leave~~  
89 ~~earns sick leave on a prorated basis.~~

90

91 (2) **Compensation.**  
92

93 ~~(a)~~ Unused, accrued sick leave may be compensated when the  
94 employee ~~separates from employment with the university~~ terminates  
95 and meets the age and service ~~eligibility~~ requirements for ~~University~~  
96 ~~of Colorado's Post-Retirement Benefits, per Board of Regent Policy~~  
97 ~~11.F.3.CU retirement (PERA retirement eligibility is not applicable).~~

98  
99 ~~(a)(b)~~ Once the sick leave compensation is paid, the employee's  
100 remaining accrued sick leave balance will be removed, leaving the  
101 accrued sick balance at zero hours. An employee is eligible for sick  
102 leave compensation one time only, unless the employee rescinds  
103 their retirement with both CU and their respective retirement vendor  
104 and is subsequently employed in a leave-eligible position, in which  
105 case the eligible sick leave compensation will again be paid upon  
106 ~~separation from the university~~ termination.  
107

108 ~~(b)(c)~~ If an employee dies while actively employed, the spouse or estate  
109 will be compensated.  
110

111 ~~(c)(d)~~ The employee's maximum sick leave accrual for purposes of  
112 compensation is 120 days ~~(960 hours)~~. The maximum compensation  
113 payout is 30 days ~~(240 hours)~~, which is ¼ of the employee's  
114 maximum sick leave accrual, except as noted below. If an  
115 employee's sick leave accrual balance is less than 120 days ~~(960~~  
116 ~~hours)~~, the compensation payout is ¼ of the balance the employee  
117 has accrued.  
118

119 ~~i. (1)~~ For university staff and faculty on twelve-month appointments,  
120 accruals for the purpose of the maximum sick leave compensation  
121 will be based upon documented departmental sick leave records  
122 verified as of May 1, 2001.  
123

124 ~~ii. (2)~~ Any employee whose documented accrued sick leave was in  
125 excess of 120 days ~~(960 hours)~~ on May 1, 2001, will use the entire  
126 accrued balance as of May 1, 2001 to identify their maximum sick  
127 leave accrual for purposes of compensation. These employees will  
128 be eligible to receive compensation payment for one-fourth (¼) of  
129 any unused portion of the accrued balance.  
130

131 ~~(d)(e)~~ Sick leave payment will be calculated at the employee's  
132 compensation rate at the time of each retirement eligible ~~separation~~  
133 ~~from the university~~ termination or upon death.  
134

135 (C) Classified Staff  
136

- 137 ~~(4)~~ Leave benefits for classified staff are governed by the State of Colorado  
138 Personnel Board Rules.  
139

140 (D) All Other Faculty on Contracts (including student faculty)  
141

- 142 (1) All other faculty and student faculty on a 100% appointment shall be  
143 eligible for three (3) days (24 hours) of sick leave per semester but no  
144 more than nine (9) days (72 hours) annually. Accrual begins on the first  
145 day of eligible appointment. An eligible employee who works part-time  
146 (less than 100%) accrues sick leave on a prorated basis. Employees on  
147 leave without pay, except for military leave without pay and furloughs, do  
148 not accrue sick leave.  
149 (2) Accrual may not exceed six (6) days (48 hours) on July 1 of every year.  
150 (3) Up to six (6) days (48 hours) of accrued sick leave may be carried over  
151 from year to year. C.R.S. §8-13.3-403(3)(b).  
152 (4) Compensation. No compensation for unused sick leave shall be paid upon  
153 separation from the university.  
154

155 (E) All other Paid Employees (including non-contract temporary and student hourly  
156 employees)  
157

- 158 (1) Other employees paid monthly or hourly are eligible to accrue 0.034 hours  
159 of sick leave for every hour worked. Accrual begins on the first day of  
160 eligible appointment. An eligible employee who works part-time (less than  
161 100%) accrues sick leave on a prorated basis. Employees on leave  
162 without pay, except for military leave without pay and furloughs, do not  
163 accrue sick leave.  
164 (2) Accrual may not exceed six (6) days (48 hours) on July 1 of every year.  
165 (3) Up to six (6) days (48 hours) of accrued sick leave may be carried over  
166 from year to year. C.R.S. §8-13.3-403(3)(b).  
167 (4) Compensation. No compensation for unused sick leave shall be paid upon  
168 separation from the university.

169 **11.E.3 Other Types of Leave**  
170

171 The president may establish additional types of leave as determined by federal and  
172 state law or as deemed necessary for specific employment classifications. Examples  
173 include: court and jury leave, military leave, bereavement leave, leave for job-related  
174 illnesses and injuries, leave without pay, parental leave, administrative leave, leave  
175 sharing and furloughs.  
176

177 **11.E.4 Verification of Leave Accruals and Recording Leave Usage**  
178

- 179 (A) Each employee and supervisor is responsible for maintaining accurate and  
180 complete vacation and sick leave records within his/her department or unit.  
181 These records will be used to verify leave benefits involved in termination,  
182 retirement, or transfer. This record must accompany termination documents for  
183 payment of annual leave and sick leave if eligible for retirement.  
184

185 (B) Each supervisor is responsible for ensuring that these policies for vacation, sick  
186 leave, and other leaves are applied in a consistent manner and in consultation  
187 with appropriate human resources personnel, where necessary, to achieve  
188 substantial uniformity across all campuses of the University of Colorado.

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191 **History:**

- 192 • Adopted: May 9, 2002 - Regent Policy 11.H - Leave Policies.
- 193 • Revised: May 19, 2009. The current revisions incorporate the provisions of Regent Policy  
194 11.J - Parental Leave for Faculty, Officers and Exempt Professionals, recommended for  
195 rescission. As part of the May 19, 2009 resolution, the board authorized staff to reformat  
196 and renumber the sections contained in Regent Policy 11. The policy was renumbered as  
197 Policy 11.E; April 17, 2015 - The term “officer and exempt professional” was replaced with  
198 the term “university staff”; April 2, 2020 - An interim provision to 11.E.1(B)(1) was approved  
199 on May 19, 2020, and will be repealed on July 1, 2021; ~~January 1, 2020 (Pending)~~.
- 200 • Last Reviewed: ~~April 2, 2020~~ January 1, 2020 (Pending).
- 201

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