# CLASSIFIED EMPLOYEE LEAVE INFORMATION

## My Leave

The My.Leave System is used to report time worked and to request time off. My.Leave is accessed via the UCD Access Portal: https://passport.ucdenver.edu/login.php.

Step-by-Step Guide for setting preferences and entering time:
http://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave

### Setting Preferences

When you first access My.Leave you will need to set your preferences. This includes setting your daily work schedule and selecting the Denver Campus holiday schedule. The instructions for setting preferences can be found on pages 2 and 3 of the Step-by-Step Guide.

When modifying your work hours the "length of day" column should equal 8 hours and the Standard Work Week total should be 40 for full-time employees. For part-time employees the standard work week total should equal your pro-rated work week hours.

Please note: The "OT/CompTime flag" field will default to CompTime and the "Work Week Begins" field will default to Sunday. **These fields should not be changed**.

### Submitting a leave request

All requests for leave should be submitted on your monthly timesheet in My.Leave. Instructions for entering a leave request on your calendar are attached. All requested leave must be approved by your supervisor prior to submitting your timesheet.

### Timesheet Submittal

Timesheets are submitted monthly through My.Leave. Classified employees must enter regular hours worked and any hours taking leave. For full-time employees, every work week must equal 40 hours. Work weeks for part-time employees should equal their pro-rated hours per week. If a timesheet is not submitted or if the timesheet does not reflect 40 hours per week (or pro-rated work week hours), you will be docked pay.

Timesheets are due by the 5th of the following month (i.e. your April timesheet should be submitted by May 5th.) Timesheets must be approved by your supervisor by the 10th of the month it is submitted.

Instructions on submitting a timesheet can be found on page 11 of the Step-by-Step Guide.

Employees are responsible for watching their leave balances and verifying that all sick leave and vacation hours used are reported accurately on their timesheet and posted in HCM.

### ANNUAL CERTIFICATION OF LEAVE

Employees are required to annually certify their leave balances. Each year after July payroll, CLAS HR will send an email notification to all leave eligible employees with instructions for certifying their annual

# CLASSIFIED EMPLOYEE LEAVE INFORMATION

leave balances. The annual leave certification must be received no later than August 1st. CLAS HR will send an email notification to remind all supervisors to approve employee's annual leave certifications no later than August 10th.

## Leave Accrual

Sick leave and vacation accrue monthly. You cannot use leave until the beginning of the month following the one in which you earned it (i.e. Leave earned in February cannot be used until March 1st.)

If you take unpaid time off work, your leave accruals will be reduced for that timeframe.

### Sick Leave

Full time classified employees accrue 6.66 hours of sick leave per month. The amount of leave that part-time employees earn is based on the pro-rated hours worked each month.

The maximum accrual amount for sick leave is 360 hours. Over-accrued sick leave up to 80 hours is converted to vacation leave each July 1st, on a 5:1 ration (5 hours of sick leave converts to 1 hour of vacation).

### Vacation

Monthly vacation accruals and maximum accruals for full time classified employees are as follows:

| Years of Service | Monthly Accrual | Maximum Accrual |
|---|---|---|
| 1 – 36 months | 8 hours | 192 hours (24 days) |
| 37 – 60 months | 9 hours | 216 hours (27 days) |
| 61 – 120 months | 11 hours | 264 hours (33 days) |
| 121 – 180 months | 13 hours | 312 hours (39 days) |
| 181 months or more | 16 hours | 384 hours (48 days) |

Vacation accrual for part-time employees is pro-rated based on hours worked each month. The maximum accrual amounts are the same as the above.

### Holidays

The following holidays are observed at the University of Colorado Denver Campus:

Independence Day
Labor Day
Thanksgiving
Christmas Day – New Year's Day (6 days)
Martin Luther King Jr. Day
Memorial Day
Juneteenth
One floating holiday (employee choice)

# CLASSIFIED EMPLOYEE LEAVE INFORMATION

Full-time employees are paid 8 hours for any holiday falling on a scheduled workday. Paid holiday hours are pro-rated by FTE for part-time employees.

The current calendar year Holiday Schedule is posted under the Useful Links tab under the CU Resources tab in UCD Access, and scheduled holidays will automatically be posted on your calendar in My.Leave after selecting the Denver Campus holiday schedule in your preferences.

**Overtime/Comp time**

Classified employees are eligible for overtime and agree to accept compensatory (comp) time in lieu of cash payment for overtime. The rate of comp time is one and one-half times the actual overtime hours worked. All overtime/comp time must be pre-approved by your supervisor. Failure to receive advance, approval may result in corrective or disciplinary action.

Approved comp time does NOT get entered in My.Leave and should be tracked manually by the employee and supervisor. Comp time must be used within 90 days of earning it.

Approved overtime should be entered on your timesheet in My.Leave. In order for overtime to be paid, the supervisors pre-approval must be sent to CLAS HR staff prior to submitting your timesheet.

## Leave Policies

Classified staff leave policies can be found at https://www.cu.edu/employee-services/leave/other-types-leave.