UNIVERSITY STAFF (EXEMPT) & PROFESSIONAL RESEARCH ASSISANT (PRA) EMPLOYEE LEAVE INFORMATION

My.Leave

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

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 step-by-step guide for setting preferences can be found at http://www.cu.edu/hcm-community/sbs-setting-your-preferences-my-leave, pages 1 and 2.

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.

Submitting a Leave Request & Timesheet Submittal

All requests for leave should be submitted on your monthly timesheet in My.Leave. All requested leave must be approved by your supervisor prior to submitting your timesheet.

Timesheets are submitted monthly through My.Leave. Exempt employees do NOT record regular worked hours, so work time is not displayed on the timesheet. You are only required to enter hours used when taking leave.

Timesheets are due by the 5th of the following month (i.e. your April timesheet should be submitted by May 5th) and must be submitted every month, even if you did not take leave. Timesheets must be approved by your supervisor by the 10th of the month it is submitted.

The step by step guide on submitting a leave request & timesheet can be found at http://www.cu.edu/hcm-community/sbs-setting-your-preferences-my-leave starting on page 3.

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 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.

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Leave Accrual

Sick leave and vacation leave 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 university staff employees & PRAs accrue 10 hours of sick leave per month. Sick leave accrual for part-time employees is pro-rated based on their FTE.

There is no maximum accrual amount for sick leave.

Vacation

Full time university staff employees & PRAs accrue 14.67 hours of vacation per month. Vacation accrual for part-time employees is pro-rated based on their FTE.

The maximum accrual for vacation is 352 hours.

Holidays

The following 10 holidays are observed at the University of Colorado Denver Campus:

> Independence Day
> Labor Day
> Thanksgiving
> Christmas Day – New Year's Day (6 days)
> Memorial Day

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

University staff and PRAs are NOT eligible for overtime or comp time.

Leave Policies

University staff and PRA leave policies can be found at https://www.cu.edu/employee-services/leave-policies.