

# UNIVERSITY STAFF LEAVE INFORMATION – Monthly/Hourly, OT Eligible

## 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.

### 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 <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave>, pages 2 - 5.

When modifying your regular schedule, select the work days and hours to reflect the normal hours you work. Setting up the default schedule lets you add time to My Leave using the Add Time button in. Note: Hours are entered using military time (24-hour clock).

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

### Reporting Hours Worked

- Double-click on the date that you worked and add an event to the individual day. The Add/Edit Event window appears.
- Indicate what times work began and ended on this date.
- Select “Include Lunch” if the time you entered includes lunch. If not, deselect this box. Unpaid lunch or rest periods should not be included in reported hours worked.
- Review number in Amount to confirm reported hours are correct
- If you have multiple jobs, select the correct job number and Reporting To (supervisor) to ensure your hours are recorded correctly
- Select the Earnings Code for **Regular Earnings** from the dropdown. Select **Mark as Worked** from the Status dropdown list.
- Select **Save** to submit. When you return to the Calendar view, you will see the submitted hours on the days reported.

### 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 can be found here: <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave> on page 10. The number of leave hours submitted should align with the regular scheduled work hours for the requested day. All requested leave must be approved by your supervisor prior to submitting your timesheet.

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### **Timesheet Submittal**

Timesheets are submitted monthly through My.Leave. Monthly/Hourly employees must enter regular hours worked and any hours taking leave.

Timesheets are due by the 5<sup>th</sup> of the following month (i.e. your April timesheet should be submitted by May 5<sup>th</sup>.) Timesheets must be approved by your supervisor by the 10<sup>th</sup> of the month it is submitted. Timesheets submitted and/or approved after the listed deadlines may not be processed during the regular monthly payroll cycle and could result in a delay in pay.

The step by step guide on submitting a timesheet can be found at <https://www.cu.edu/docs/sbs-my-leave-basics-preferences-time-and-leave> starting on page 11.

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 1<sup>st</sup>. CLAS HR will send an email notification to remind all supervisors to approve employee's annual leave certifications no later than August 10<sup>th</sup>.

### **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 1<sup>st</sup>.)

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

### **Sick Leave**

Full-time (1.0 FTE) University staff accrue 10 hours of sick leave per month. Sick leave accrual for monthly/hourly employees is calculated based on the number of hours worked/total number of work hours in a month.

There is no maximum accrual amount for sick leave.

### **Vacation**

Full-time (1.0 FTE) University staff accrue 14.67 hours of vacation per month. Vacation accrual for monthly/hourly employees is calculated based on the number of hours worked/total number of work hours in a month.

The maximum accrual for vacation is 352 hours.

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### **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)

Paid holiday hours are pro-rated based on the total hours worked in a month and calculated as follows:

**Hours worked/Hours in month x 8 hours per holiday in month = HOL hours owed**

The current CU Denver Holiday Schedule can be found [here](#).

### **Overtime/Comp time**

OT eligible university staff 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 supervisor's pre-approval must be sent to CLAS HR staff prior to submitting your timesheet.

### **Leave Policies**

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