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Human Resources

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

Dear Colleagues:

I write today to provide further clarification and guidance on paid administrative leave in FY21.

1. Administrative Leave (COVID paid leave plus any other ADM leave, plus additional holiday time designated by the Chancellor) may not exceed 80 hours in FY21.
2. Leave approved under the Families First Coronavirus Response Act is separate from these administrative leaves, and only authorized and entered by central Human Resources. This Act currently expires on 12/31/20.
3. It remains critical that PPLs, HR Directors or others review leave entries before uploading to HCM from CU Time; central HR provides a monthly post-payroll report to assist with this process. Additional guidance for HR Directors/Business Partners, including tips on reports that can be run to assist with monthly review and auditing of leave, can be found [linked here](#).

Sincerely,

Carolyn Brownawell, MBA, CCP
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