



Human Resources

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

This is a friendly reminder to use your vacation leave prior to the end of the fiscal year or risk losing any hours you carry in excess of the annual carryover limit. Supervisors are encouraged to support their employees' use of their vacation leave entitlements.

Full-time University Staff and 12-month Faculty can carry up to 352 hours (44 days) of vacation leave from one fiscal year into the next. Anyone with a balance over 352 hours will lose excess hours during the annual leave sweep performed after the July payrolls.

This leave sweep action does not apply to 9-month contract faculty.

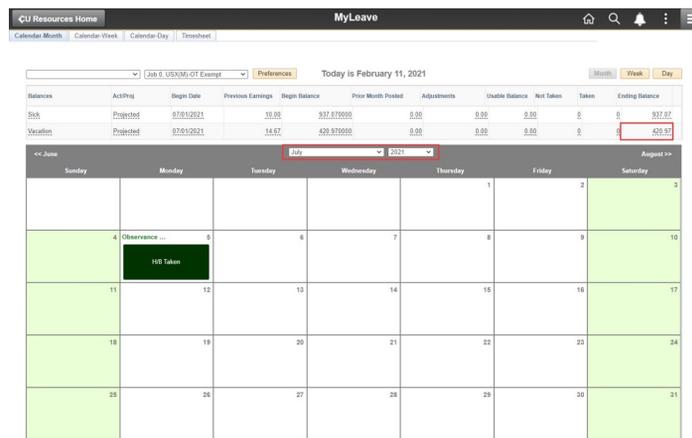
Classified Staff carryover hours are determined by years of service with the maximum of 336 hours. Leave rules are governed by the [Colorado State Personnel Board Rules](#).

Years of Service*	Accrual/Month	Maximum Accrual
1 – 5	0 to 60	8 hours 192 hours (24 days)
6 – 10	61 to 120	10 hours 240 hours (30 days)
11 – 15	121 to 180	12 hours 288 hours (36 days)
16 – more	181 and up	14 hours 336 hours (42 days)

University Staff and Faculty can keep and carry an **unlimited** number of sick leave hours from year-to-year. Classified employees' sick balances over the maximum accrual of 360 hours will be swept, per state rule 5-7.

Check Your Vacation Balance in My Leave

If your department uses My Leave to track time, you can view your projected leave balance by logging in to the [employee portal](#), clicking the **My Leave** tile and using the month drop-down menu on the calendar page to navigate to July 2021. This will show your projected leave balance for July 1, taking into account your monthly leave accrual rate and any upcoming vacation leave you have approved and scheduled within My Leave.



Don't Use My Leave? Here's How to Check Your Balance

Employees who use a third-party timekeeping system may have a similar tool to look ahead and view their projected leave balance. If not, all employees can use the **Leave Balances** tile in the employee portal to view their current balance. Here's how to find it:

1. Log in to the [employee portal](#).
2. Go to the **CU Resources Home** dropdown menu at the top center of your screen.
3. Select **My Info and Pay**.
4. From that page, click on the **Leave Balances** tile to view your current leave balance(s).

Using your current balance as a starting number, you'll need to add the leave you're set to accrue by June 30 and deduct any vacation you already have requested and approved to

project what your balance will be.

Sick Leave and Healthy Families Workplaces Act

Another significant change this year is the implementation of the Healthy Families and Workplaces Act (HFWA), which [provides sick leave coverage to all CU employees](#), including part-time, student and contract employees; but has its own carryover limits.

This policy will have no effect on employees already covered by the University of Colorado's sick leave policy. Instead, this expanded sick leave coverage will largely affect part-time employees who average fewer than 20 hours per week.

People newly covered by the new state sick leave plan began earning sick leave on Jan. 1, 2021. These employees can only carry **48** hours of state sick leave from one fiscal year to the next. Additionally, employees may not use more than 48 hours of sick leave, no matter their leave balance, within a fiscal year (July 1 through June 30).

Given that this policy will only be in effect for half this fiscal year, the carryover limit **will not be enforced** on July 1, 2021, but will be enforced every year after. See the [HFWA employee information page](#) for more details.

Supervisors are encouraged to support their employees' use of their vacation leave entitlements and all leave is required to be documented in the university system of record, even if other systems are utilized for scheduling needs.

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