Guidelines for Reinstatement and Acceptance of Leave Balances

**Classified to Classified**
Include leave balances in offer letter
- Classified to Classified - Accept all unused sick and vacation balances (within CU or from other State agency or higher education institution)

**Former CU Employee**
Include reinstated leave balances in offer letter
- Reinstate all unused sick leave balances
- If returning Classified or Faculty retiree, remainder of sick leave after ¼ payout is not available for use (and should have been zeroed out at the time of retirement)
- University Staff working retirees (PERA or ORP) are not eligible to earn leave

**Hired from outside CU (from other State agency or other State, public higher education institution)**
Negotiate at time of offer and include leave balances accepted in offer letter
- Classified hired into University Staff or Faculty (PRA/12 month Faculty)
  - Sick – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)
  - Vacation – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)

Do not accept balances if break in service of 30 days or more
- Senior Executive Service or Exempt Staff hired into University Staff, Classified or Faculty (PRA/12 month faculty)
  - Sick – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)
  - Vacation – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)

Do not accept balances if break in service of 30 days or more
- Faculty hired into University Staff, Classified or Faculty (PRA/12 month faculty)
  - Sick – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)
  - Vacation – department’s discretion to negotiate the number of hours, if any, to be transferred (it is recommended you accept no more than 40 hours)

Do not accept balances if break in service of 30 days or more