

Administrative Policy

Title:	Leave Sharing for Classified Staff, Officers, Exempt Professionals and Faculty on Twelve-Month Appointments
Source:	Human Resources Department
Prepared by:	Assistant Vice Chancellor, Human Resources
Approved by:	Vice Chancellor for Administration and Finance
Effective Date:	July 1, 2009
Reference:	Colorado Revised Statutes 24-50-104(7), State Personnel Rules 5-12 and 5-13, Regent Policy 11-E and University System Administrative Policy Statement
Applies:	All UC Denver Campuses

Introduction and Summary

State Statute and Personnel Rules establish leave sharing for classified staff and Regent Policy and a University System Administrative Policy Statement establish leave sharing for officers, exempt professionals and faculty on twelve-month appointments.

Employees covered by this policy may donate earned annual/vacation time to employees with life-threatening, catastrophic injuries or illnesses themselves or similarly affected family members covered under applicable family sick leave rules and policies. To receive donated leave, the employee must have one year of state or university service.

UC Denver Policy Statement

UC Denver classified staff members may donate annual leave to other qualified classified staff members upon the approval of their appointing authority, the recipient's appointing authority, Human Resources and the Chancellor, as the department head in rule.

Subject to the same criteria and approvals, except the donating appointing authority's approvals, UC Denver classified staff on the Downtown Denver campus may apply for shared leave from a classified staff leave sharing bank until that bank is exhausted. No additional donations to the bank are accepted.

UC Denver officers, exempt professionals and faculty members on twelve-month appointments may donate annual leave to other qualified officers, exempt professionals and faculty members on twelve-month appointments upon the approval of their supervising authority, the recipient's supervising authority and Human Resources.

The recipient is not entitled to leave sharing and must exhaust all paid leave and compensatory time to be eligible. Eligibility expires no later than 30 days from the qualifying life-threatening, catastrophic injury or illness.

All requests and approvals must be in writing. Contact Human Resources for information and to initiate the leave sharing process.