A. 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.

B. POLICY STATEMENT

CU Denver | CU Anschutz 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, CU Denver classified staff 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.

CU Denver | CU Anschutz 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.

Situations That Qualify for a Grant of Leave Sharing Hours

In accordance with the authorizing statute, rules and policies noted above, employees of the University of CU Denver | Anschutz may apply to this Program if their situation falls within one of the following categories:

- The employee, or the employee’s immediate family member, is experiencing a physical or mental illness or injury that either:
  - Poses a direct threat to life, or
  - Is catastrophic – meaning the illness or injury requires inpatient, outpatient, hospice or residential care and results in a period of incapacity (or anticipated incapacity).

The illness or injury that poses a direct threat to life or requires inpatient, outpatient, hospice, or residential care and will result in an incapacity (or anticipated incapacity) and must be certified by a legally credentialed healthcare provider.

Healthcare Provider is defined as any doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, physician’s assistant, nurse midwife and clinical social worker performing within the scope of his/her practice as defined under State law; Chiropractors and Christian Science practitioners are health care providers to the extent defined under FMLA regulations. Also included is any healthcare provider recognized by the University of Colorado group health plan for reimbursement of services.
An employee’s “immediate family member” is defined as an employee’s child who is under the age of 18 or an adult child incapable of self-care, parent, spouse, civil union partner or domestic partner, legal dependent, or a person in the household for whom the employee is the primary caregiver. The appointing authority and Committee may require documentation of the familial or caregiver relationship.

“Incapacity” means that the employee or employee’s family member is substantially limited in performing activities in his/her daily life which he/she can normally perform. For example, the employee/employee’s family member is substantially limited in seeing, speaking, hearing, breathing, sitting, standing, walking, lifting, reading, learning, performing cognitive tasks, or feeding, bathing, dressing or grooming him/herself.

Examples of illnesses and injuries that this policy is intended to cover include: heart attacks, heart conditions requiring heart bypass or valve operations, terminal disease, most cancers, periods of incapacity due to serious chronic medical illnesses (such as diabetes, asthma, epilepsy and emphysema), back conditions requiring surgical procedures and extensive therapy, spinal injuries, strokes, life-threatening infections, most major and emergency impatient surgeries, serious mental illness requiring inpatient care, and injuries caused by serious accidents suffered outside of work.

Examples of illnesses and injuries that this policy is not intended to cover include: short-term or sporadic conditions or illnesses such as colds, sore throats, sprains, broken limbs not requiring extensive surgery, migraines, mild mental illness requiring only outpatient care, pregnancy absent complications and cesarean sections, and routine, corrective, elective and outpatient surgeries.

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

Review Process

Submitted applications are treated in a highly confidential manner and are only reviewed by the Human Resources Office. After carefully reviewing the employee’s entire submission a decision will be made to grant or deny an employee’s request for leave sharing hours.

The request for leave sharing hours may be denied for a variety of reasons including the ineligibility of the qualifying event, the ineligibility of the employee for the Program, an incomplete application or a pattern of leave abuse. Leave sharing hours are not an entitlement and cannot be grieved or appealed.

Notification Process

Notification of the decision is sent to the employee and the employee’s HR Business Partner and appointing authority. The HR Business Partner makes the necessary adjustments to the departmental record and to HCM as the hours are used on a monthly basis. If the employee does not use all the leave sharing hours granted to him or her, the department will notify the Human Resources Office Leave Sharing Coordinator of these unused hours who will then notify the donating employee of hours actually used.
1. Dates of official enactment and amendments:
   July 1, 2009: Adopted by Vice Chancellor for Administration and Finance
   July 1, 2019: Revised

2. History:
   January 16, 2009: Amended to reflect a Campus-wide effort to recast and revitalize various
   Campus policy sites into a standardized and more coherent set of chaptered policy statement
   organized around the several operational divisions of the university.
   July 1, 2019: Reviewed as part of the spring 2019 semi-annual review. Updates include
   clarification regarding qualifying situations and medical conditions.

3. Initial Policy Effective Date: July 1, 2009

4. Cross References/Appendix:
   - Colorado Revised Statutes 24-50-104(7)
   - State Personnel Rules 5-8 and 5-9
   - Regent Policy11-E
   - Administrative Policy Statement 5049, Leave Sharing for University Staff, Faculty on
     Twelve-month Appointments and Classified Staff