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.

Notes
1. Dates of official enactment and amendments:
   July 1, 2009: Adopted by Vice Chancellor for Administration and Finance

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.

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