LEAVE Simplified

Faculty including PRAs & Professional Exempt Employees

Presented by:
Greg Rowe
Human Resource Consultant
Leave Guidance

Classified
• State of Colorado Personnel Board Rules and Director's Administrative Procedures (Chapter 5)

Faculty/Professional Exempt
• 12 mo Faculty & Prof Exempt
• CU Regent Policy 11

9 month Faculty
• Faculty Handbook
General Leave

Sick Leave

Annual Leave
Leave Applies To:

- Exempt professionals, and Faculty on 12 month appointments

- Employees who do not earn leave include:
  - Temporary Employees
  - Student workers
  - Residents/Interns

- For specific cases see the Eligibility Matrix at: https://www.cu.edu/pbs/
Annual Leave

• Used for employees personal needs
• Not always vacation and fun; can be repair car, plumbing, or appear in civil court
• Advanced approval by appointing authority required
Annual/Vacation Leave Accrual

- Classified > 15 yr  21 days/ yr
- 12 Mos Faculty & Prof Exempt
- Vacation - 22 days per year or 14.667 hours/ month
Annual/Vacation leave
July 1 (Use it or Lose it)

• Have to have the leave on the books prior to being able to use leave
• No advances of leave

• Use it or Lose it – July 1 each year
• Can keep 2 yrs accrual
• Faculty - 22 days/Yr max is 44 days
• Faculty 9 months – No vacation accrual
Annual/Vacation leave
Faculty/Exempt Professional
July 1 (Use it or Lose it)

• Annual leave maximum is 2X annual accrual
• Lose hours over the maximum
• Example:
  – 22 days /year
  – June 30th
  – Have 50 days on books
    • lose 6 days of leave
Sick Leave

- Faculty/Professional Exempt
- 12-Mos Fac earn 15 working days per (academic) year
- 9 Mos Fac 11 working days
- There is no max accrual
- Accruals are pro-rated for Part-Time, but maximum accruals are same for Part-Time and Full-Time
Sick Leave
July 1 (Use it or Lose it)

• Faculty/Exempt Professional
• There is no maximum accrual
• Care for immediate family members serious health conditions, see FMLA
• Limited to 40 hours (fiscal) year for care of immediate family members.
Family Medical Leave and Related Leave

Workers Compensation
Short Term Disability (STD)
Long-Term Disability (LTD)
Retirement
Administrative Discharge
Family Medical Leave (FML)

- Federal law
  - **Only** job protection, NO salary reimbursement
    - *Salary comes from any sick and annual leave accrued*
  - **Serious** medical condition
  - Employee must have 1 year service
    - *AND 1250 hours in last year*
  - Intermittent you count 520 hours
  - May run concurrent with first 90 days of Workers Compensation
  - Can get a 2\textsuperscript{nd} or 3\textsuperscript{rd} opinion but the department pays the fees

- Leave
  - Classified: 13 weeks in a Fiscal Year
  - Faculty: 12 weeks in a rolling calendar year
FML Process

• Employee notifies supervisor
  – Employee turns in leave slip and medical certification – Medical Provider designates FML
  – Department sends Individual Notice of FML to the employee

• Upon return – employee has Medical Provider complete Fitness to Return to Work

• Guarantee of same or equal job when they return

• Copy Dept & HR, original goes to the employee
Workers’ Compensation (WC)

• If the accident, injury, disease, or death is work related.
• 90 days of injury leave, UCD gives employee the time
• More information regarding WC contact:
  Mary Beacom
  UCD Dir, University Risk Management
  303-724-1127
Short Term Disability (STD)

- 6 months salary replacement
  - All - approximately 60% \( (\text{cap approx } \$100K) \)
  - Faculty must purchase indiv coverage from CU
  - Leave runs concurrent with WC & FML
  - Only 6 weeks are covered for maternity

- Standard Insurance Company (private)
  - Standard’s Rules
    - Must exhaust **ALL** sick leave first
    - 30 day waiting period
Still unable to return to work…

- Long Term Disability
  - Starts at 6 months and goes from there
  - Standard Insurance Company
    - Faculty STD provided by CU

- Retirement
  - Faculty: TIAA-CREF, Valic, etc

- Administrative Discharge
  - When all Sick Leave, Annual Leave, FML, STD (Clssfd), and ADA has been exhausted
Other Forms of Leave

- Leave Without Pay
- Holiday Leave
- Bereavement Leave
- Military Leave
- Jury Leave
Leave Without Pay (LWOP)

- **NOT automatic** – Must be granted by appointing authority / Dean
- Covers periods the employee does not have leave, creates a doc of pay
- You do **not** earn leave while on LWOP
- Exhaust paid leaves prior to using LWOP
- Employee will be billed by PBS for individual share of insurance; PBS notifies employee
Holiday Leave – General Information

• 10 holidays (8 hours each) - Paid by UCD
• UCD grants holiday leave for different days; check with your Department.
• If employee wants to switch days; appointing authority decides and business necessity
• Clinical care (esp Hosp) will dictate the days

http://www.ucdenver.edu/about/departments/HR/Documents/HolidayScheduleFY13.pdf
• FY 2013-2014 - TBD
Bereavement (Funeral) Leave

- Used for the death of a family member or other person, has to be some relationship to employee
  
  - 3rd grade teacher does not count, but appointing authority may give entire department off to attend funeral of a coworker.
Bereavement (Funeral) Lv- Cont.

- Max 5 days/40 hours per incident
- Not guaranteed
- Amount of time dependent on
  - Relationship to employee
  - Distance to travel
- Parent or child good examples of 5 days
- Distant aunt in Boulder, probably $\frac{1}{2}$ day
- Not to be used to settle estates
Military Leave – 1st Type

• Military Training Leave – Summer Encampment
  – 15 calendar (Fac/Exmpt) days in a calendar year (15 working for Clsfd)
  – Employee gives you military orders, you give them time
    • No orders – no time
Military Leave – 2\textsuperscript{nd} Type

• Call Up to Active Duty
  – Recently this is a deployment to Afghanistan
  – Employee gives you military orders, you give time
    • Faculty – Fresh 15 calendar days.
    • Classified - Remainder of their 15 working days

• Guarantee of same or equal job when they return
Jury and court leave – Fclty/Exmpt

• Fclty – Subpoena to serve as witness in court
•Clsfd - Paid leave to serve on a jury

• Employee provides jury notice
Is there a maximum number of days they serve on a jury?

NO! UCD employee on fed grand jury Fr/ 1 year

Does the employee turn over his jury pay to the Department?

No, they did in past, but not now.
Administrative Leave

• Used for the good of the State
• Probably one of the most misunderstood types of leave
• Granted by the appointing authority
Faculty Administrative Leave

- Used for good of CU or State
- Granted by Chancellor/designee
- Reported in normal PBS timekeeping

- Extended Paid Administrative Leave
  - Prohibited, except if an employee is subject to a disciplinary action or an investigation.
Faculty Short-Term Paid Administrative Leave

• May be given for:
  – Incentive awards
  – Coursework directly related to employment
  – School or community volunteer activities which benefit the community and strengthens the relationship to CU
  – Official activities of CU employee organizations
  – Rewards for prolonged hours beyond normal work schedules on a specific project
  – Weather closures – snow days
Faculty Administrative Leave – Continued

• Short – Term Paid Leave
  – Min 3 hr/ Max 10 days
  – Not limited to list on previous page
  – Attendance at a conference/seminar is normally work hours not Administrative Leave
Leave Sharing – leave of *last resort*

- Classified to Clsfd **ONLY**
- Fac/Exmpt to Fac/Exmpt **ONLY**
- 1 year state service
- Exhaust all Sick Leave and Annual Leave
- Serious medical hardship which poses a **threat to life or limb**
- Donor contributes **Annual** Leave, converted to Sick Leave in recipient account
- Require approval of both appt authy
- Questions, 303-315-2700
General Leave Rules
Global Leave Rules

- Earn leave (Sick Leave or Vacation Leave) the first day employed
  - 9 month Faculty accrue at end of academic year
- Do not get to use leave until it is on the books, 1st of the month
- Can’t borrow in advance
- Accruals are pro-rated for Part-Time, but maximum accruals are same for Part-Time and Full-Time
Global Leave Rules

- You do **not** earn leave while on LWOP
- You can not forfeit sick or annual leave as a form of disciplinary action
Global Leave Rules

• You can not borrow against a future leave accrual or buy back leave already used.

• Example: An employee is in an auto wreck and receives a large settlement from the insurance company, they can not buy back used Sick Leave.
Global Leave Rules

- When you leave state service you are paid 100% for you’re Annual Leave ONLY; to the max accrual. Your sick leave is forfeited, unless you reinstate or reemploy with a state agency, then the Sick Leave is restored 100%.

- If you retire you are paid 100% for you’re Annual Leave ONLY; to the max accrual and Sick Leave is paid at 25% not to exceed one month’s salary.
Global Leave Rules

• The PBS is the official repository of sick and vacation leave accruals.
• Monthly accruals and usage can be found on the employees pay advice (myCU). You can also find YTD balances to plan FY end purposes.
CONCLUSION: Resources

- 12 and 9 Month Faculty, Officers and Exempt Professionals
  - [https://www.cu.edu/regents/Policies/Policy11E.htm](https://www.cu.edu/regents/Policies/Policy11E.htm)
  - *Thank you!*