



Human Resources

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Dear Colleagues:

We write today to provide further direction on paid administrative leave and other workforce adjustment options available to you as we work together to address the impacts of COVID-19. This direction is effective November 1, 2020.

The campus remains on *critical or approved only on-campus employee status, with most employees working remotely.* Units are evaluating their functional activities on an on-going basis, and workforce adjustments will continue to be necessary during what we know now is a long path forward.

For FY21, units may authorize COVID related Administrative Leave up to a maximum of 80 hours if an employee is not able to work remotely for any part of their job, after careful review of financial resources and budgetary projections, if feasible given anticipated future constraints, and only as approved by the School/College/Campus Unit fiscal authority (for most units this is the Associate/Assistant Dean for Finance and Administration; for CSA and Anschutz Chancellor units, this is the Executive Vice Chancellor for Finance and Administration, post review by the AVC/VC/ED of the unit, for ASA units the Provost (or designee)). The use of COVID Administrative Leave should not be a substitute for other appropriate workforce decisions, such as FTE reductions, furloughs, etc.

We hope the following clarification is helpful to you as you navigate the next few months:

1. During this time, it is particularly important that all leave be entered, approved and reviewed prior to payroll cutoff by the school or department HR liaison. The only codes that should be used to record non-productive time due to COVID issues are CHP and ACP. To ensure proper use of paid administrative leave outside of COVID-related reasons such as volunteering (Administrative leave - ADM), please consult with the central Employee Relations Consultant assigned to support your unit.
2. COVID Administrative Leave should be examined on a monthly basis, and **may not be used or exceed 80 hours in FY21 without approval** from the Dean's office (schools/colleges) or the Executive Vice Chancellor for Finance & Administration for Chancellor-reporting and CSA units. During this time, it is critical that Personnel Payroll Liaisons, HR Directors or others review leave entries before uploading to HCM from CU Time.
3. COVID Administrative Leave must be direct-charged to the same funding source as salary, consistent with the university's policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources. ***However, in no case is paid COVID administrative leave for work that cannot be done remotely allowed after June 16, 2020 for employees on federally sponsored grants and contracts per the Federal government. Other sponsors may have limitations and must be determined per Sponsor and/or grant/contract.***
4. COVID Administrative Leave may not be retroactively submitted prior to November 1, 2020. Leave prior to November 1, 2020 may not be retroactively changed to COVID Administrative Leave.

Units should consider all options to adjust efforts, including, but not limited to, use of unpaid leave, vacation leave, temporary reductions in work schedules, temporary pay reductions, sick leave (if appropriate), reductions in pay, furloughs or layoffs, as necessary to address workforce needs.

If it is necessary to adjust prior leave, please observe the following guidance:

- Post review of COVID Administrative leave charged incorrectly prior to November 1, 2020, per discussion with your unit approver and School/College HR should be handled in consultation with Loan La.
- COVID administrative leave paid from federally sponsored grants/contracts after June 16, 2020 needs to be transferred off the grant/contract and should be done in consultation with the Office of Grants & Contracts.

A word on the FFCRA: Central Human Resources authorizes leave under the Families First Coronavirus Response Act, which provides for up to 12 weeks of Emergency Sick and Emergency Family Leave pay (at different levels of pay depending on the reason for leave). This law is still in effect through December 31, 2020, and units should work with Employee Relations on any questions related to employees on leave under this Act.

FFCRA leave is only approved by central Human Resources after review of the employee's application, reason for the leave, and required documentation. Vacation leave only should be used to "make up" pay for an employee who is approved for leave under the FFCRA and whose pay is reduced to two-thirds under this Act. All FFCRA leave must be approved by AND entered into HCM by Central Human Resources.

For assistance with Faculty or University Staff furloughs, reductions in FTE or other employment actions, please contact Doug Kasyon (Doug.Kasyon@cuanschutz.edu).

For assistance with Classified Staff furloughs, reductions in FTE or other employment actions, please contact Florie Montoya (Florie.Montoya@ucdenver.edu).

Additional guidance for HR Directors/Business Partners, including tips on reports that can be run to assist with monthly review and auditing of leave is [linked here](#). This is an important time to reinforce your unit's expectations regarding the use and supervisory approval of leave time.

We recognize this continues to be a challenging time for you and your leadership teams, and Human Resources and the Office of Grants & Contracts are here to help in whatever way we can.

Sincerely,

Carolyn Brownawell, MBA, CCP
Associate Vice Chancellor & Chief Human Resources Officer
University of Colorado Denver | Anschutz Medical Campus

Amy Gannon
Associate Vice Chancellor - Financial Services & Controller
Financial Services
University of Colorado Denver | Anschutz Medical Campus

[University of Colorado Denver](#) | [Anschutz Medical Campus](#)
Human Resources | HR.Communications@ucdenver.edu
1380 Lawrence Street, Denver, CO 80204