



# Human Resources

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

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Dear Colleagues,

With spring nearly upon us, now is a great time to think about using your vacation leave. Consider taking time off to recharge and relax, and attend to your health and wellbeing. Just a day or two of vacation can make a meaningful difference by boosting mental health, improving energy and decreasing stress.

Please take this opportunity to put any excess vacation time to work for you in the coming months, and prior to the end of the fiscal year. You risk losing any hours you carry in excess of the annual carryover limit, so make use of your well-deserved leave.

Supervisors are encouraged to support their employees' use of their vacation leave entitlements, and to ensure all time off is appropriately documented.

Full-time University Staff and 12-month Faculty can carry up to 352 hours (44 days) of vacation leave from one fiscal year into the next. Anyone with a balance over 352 hours will lose excess hours during the annual leave sweep performed after the July payrolls.

This leave sweep action does not apply to 9-month contract faculty.

Classified Staff carryover hours are determined by years of service with the maximum of 336 hours. Leave rules are governed by the [Colorado State Personnel Board Rules](#).

<i>Years of Service*</i>	<i>Accrual/Month</i>	<i>Maximum Accrual</i>	
1 – 5	0 to 60	8 hours	192 hours (24 days)
6 – 10	61 to 120	10 hours	240 hours (30 days)
11 – 15	121 to 180	12 hours	288 hours (36 days)
16 – more	181 and up	14 hours	336 hours (42 days)

University Staff and Faculty can keep and carry an **unlimited** number of sick leave hours from year-to-year. Classified employees' sick balances over the maximum accrual of 360 hours will be swept, per state rule 5-7.

**Check Your Vacation Balance in My Leave**

If your department uses My Leave to track time, you can view your projected leave balance by logging in to the [employee portal](#), clicking the **My Leave** tile and using the month drop-down menu on the calendar page to navigate to July 2022. This will show your projected leave balance for July 1, taking into account your monthly leave accrual rate and any upcoming vacation leave you have approved and scheduled within My Leave.

		Job 0: USX(M)-OT Exempt	Preferences	Today is March 9, 2022				Month	Week	Day
Balances	Act/Proj	Begin Date	Previous Earnings	Begin Balance	Prior Month Posted	Adjustments	Usable Balance	Not Taken	Taken	Ending Balance
Sick	Projected	07/01/2022	10.00	1283.930000	0.00	0.00	0.00	0	0	1283.93
Vacation	Projected	07/01/2022	14.67	433.580000	0.00	0.00	0.00	0	0	433.58

  

<< June							July	2022	August >>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
					1	2			
3	Independenc... H8 Taken	4	5	6	7	8	9		
10		11	12	13	14	15	16		
17		18	19	20	21	22	23		
24		25	26	27	28	29	30		
31									

### Don't Use My Leave? Here's How to Check Your Balance

Employees who use a third-party timekeeping system may have a similar tool to look ahead and view their projected leave balance. If not, all employees can use the **Leave Balances** tile in the employee portal to view their current balance.

Here's how to find it:

1. Log in to the [employee portal](#).
2. Go to the **CU Resources Home** dropdown menu at the top center of your screen.
3. Select **My Info and Pay**.
4. From that page, click on the **Leave Balances** tile to view your current leave balance(s).

Using your current balance as a starting number, you'll need to add the leave you're set to accrue by June 30 and deduct any vacation you already have requested and approved to project what your balance will be.

People covered by the state sick leave plan began earning sick leave on Jan. 1, 2022. These employees can only carry **48 hours** of state sick leave from one fiscal year to the next. Additionally, employees may not use more than 48 hours of sick leave, no matter their leave balance, within a fiscal year (July 1 through June 30). See the [HFWA employee information page](#) for more details.

Supervisors are encouraged to support their employees' use of their vacation leave entitlements and all leave is required to be documented in the university system of record, even if other systems are utilized for scheduling needs.

Questions? Please [contact the Human Resources Business Partner](#) for your school, college or unit.

Thank you for all you do every day. Here's to productive and healthy months ahead.

Sincerely,

**Carolyn Brownawell**

Associate Vice Chancellor and Chief Human Resources Officer  
CU Denver | CU Anschutz Medical Campus

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