**Office of the Provost**

**Leave Audit Procedures**

**What:** All employees in Departments reporting up to the Provost Office will receive a leave audit on a yearly bases, based on leave audit scheduled.

**Why:** The audit will help ensure that all leave balances are up to date and complies with the University Leave Policies (Vacation, Sick Leave & other leave) and in conjunctions with leave certification.

Leave Polices: <https://www.cu.edu/employee-services/leave>

**How:** The Office of the Provost will conduct a thorough audit on every employee Leave:

1. Employees MyLeave calendar will utilized to determine leave audit
2. Review HCM CU Leave accrual summary to ensure it matches reported time in MyLeave
3. Review CU Time Collection/ CU Employee Reported Time and notes in comment box
4. Create Audit report annually based on leave audit schedule per employee department audit summary
5. Linda Bowman or the AVC’s will review the Audit Summary prior to Leave audit distribution
6. Send out Audits for employees and Supervisors to review
7. Any adjustment will be entered to correct the overall begin balance

**Leave Certification**

Leave certification has started for both supervisors and some employees. Guided by the [Board of Regents Policy 11-E](https://www.cu.edu/regents/policy-11e-leave-policies-officers-exempt-professionals-and-faculty), this process requires all leave-eligible employees to certify the accuracy of their leave and supervisors to maintain leave records for department personnel, approve leave requests and verify their accuracy.

Leave balances displaying on the leave certification are from the June leave balance on the CU Leave Accrual Summary in HCM, not from My Leave. The balances have been updated with June accruals and leave taken.

**Employees with Leave Sweep**

In March, the Provost Office will begin running the Leave Sweep Query for each department reporting up to the Provost office. Individuals who will be getting a leave swept will be notified to start utilizing their leave before leave swept in July.

**What are leave sweeps?**

Leave sweeps remove University and Classified Staff excess vacation and/or sick leave hours, as required by [state](https://www.cu.edu/employee-services/classified-staff-leave-policies-0) and [university policies](https://www.cu.edu/regents/policy-11e-leave-policies-university-staff-and-twelve-month-faculty). The process helps to ensure employees use their hard-earned vacation hours, and allows them to confirm no errors occurred with their leave throughout the year.

**Extra leave should be used by June 30**

Excess hours will be removed from employees’ accounts after the July monthly payroll, so they should be used by **June 30**.

**University Staff**

University Staff and 12-Month Faculty have a limit of 352 vacation hours with no sick leave limit.

**Classified Staff**

**Vacation hours**

Maximum vacation hours are determined by length of service:

* 1-5 years of service: 192 hours
* 6-10 years of service: 240 hours
* 11-15 years of service: 288 hours
* 16+ years of service: 336 hours

Access the query: **Navigator > CU HCM User WorkCenter > Resources > Query Manager > CUES\_HCM\_LEAVE\_SWEEP**.

NOTE\* All communication will be sent from the Provost.finhr@ucdenver.edu