LEAVE POLICY FOR CLASSIFIED STAFF EMPLOYEES  
College of Engineering and Applied Science  
University of Colorado Boulder

Summary
The College of Engineering and Applied Science at the University of Colorado Boulder adheres to the leave policy of the University of Colorado and the State of Colorado Personnel Rules for classified staff, as described in the “Technical Guidance” section on the State Web Portal: http://www.colorado.gov/dpa/dhr/rules/rules.htm. The College also seeks to provide understanding and flexibility to accommodate the personal needs and responsibilities of its employees in combination with their work responsibilities and expectations. See http://www.colorado.edu/engineering/faculty-staff/staff-development for information about alternate work schedules and working-at-home procedures and guidelines. As described below, each classified staff member must obtain written advance approval for leave so that his or her supervisor or appointing authority can make reasonable efforts to accommodate the request without adversely affecting the College.

Leave
Requests for annual leave (vacation) can be made using the leave request form (see link below) or by sending an email to the supervisor (or appointing authority) that includes the dates and total hours of the planned vacation. An email reply by the supervisor stating approval (or denial) is acceptable. The email and reply (or form) should then be attached to the monthly time record. Except for unforeseen emergencies, the request should be made at least two weeks in advance of an anticipated leave, so that the supervisor can make alternative plans for covering work needs. It is the joint responsibility of the supervisor and employee to ensure coverage for time-critical tasks and to communicate the coverage plan to others (sign on office door, out-of-office email message, etc.). An appointment or personal issue of three hours or less can be handled as a one-time adjustment to the work schedule for that week if desired, rather than requiring use of leave. The missed time must be made up during the work-week in which the appointment or personal issue occurred.

An employee requesting any other type of leave (medical, bereavement, etc.) must complete a Leave Request and Authorization Form and have it signed by the supervisor. The form can be found at this link: http://www.colorado.edu/engineering/sites/default/files/Leaverequestform.pdf

Time Records
Each employee must complete a monthly time record, sign it, and have it signed by his or her supervisor (or appointing authority). The signed time record, along with all leave approvals for that month, should be given to the person who records leave usage in PeopleSoft for his/her unit no later than 5 working days after the end of the month.

R.H. Davis/J. Murphy
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