College of Engineering and Applied Science  
University of Colorado at Boulder

Summary
The College of Engineering and Applied Science at the University of Colorado at Boulder adheres to the leave policies of the University of Colorado and the State of Colorado Personnel Rules for professional exempt employees, as described in: http://www.colorado.edu/humres/downloads/OEPHRProcessGuide.pdf. 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. As described below, each employee should communicate with his or her supervisor or appointing authority so reasonable efforts can be made to accommodate the request without adversely affecting the College.

Leave Requests
Plans for leaves of a day or more should be communicated to the supervisor via email or informal note; no form is required. 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.).

The standard weekly work schedule for the College is 8 a.m.–5 p.m. (7:30 a.m.–4:30 p.m. in summer), including a one-hour break for lunch (typically 12-1 p.m.), Monday–Friday. While it is expected that professional exempt employees will typically follow this schedule for effective operation of the unit, the employee has the flexibility and responsibility to work the hours necessary to complete his or her tasks. An appointment or personal issue during the work day can be handled as an adjustment to work schedule, if desired, rather than requiring use of leave. The employee must also ensure coverage of time-critical tasks and communicate the coverage to others if he or she will be away from the office during the work day.

Time Records
Each employee must complete a monthly time record showing the total hours of vacation and sick time accrued and used for the month, sign it, and have it signed by his or her supervisor (or appointing authority). The signed time record 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  
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