



University of Colorado at Boulder
Office of Labor Relations

Administrative Research Center – East Campus
3100 Marine Street, Third Floor
Campus Box 565
Boulder, Colorado 80309-0565
(303) 492-0956

LEAVE SHARING PROGRAM AND PROCEDURES
University of Colorado at Boulder and System Administration
Effective Date: April 6, 2009

A. INTRODUCTION

In accordance with the Administrative Policy Statement for Leave Sharing and State Personnel Board Rules 5-12 and 5-13, the program provides for a leave sharing program for classified employees, officers, exempt professionals and faculty members on 12 month appointments. The Leave Sharing Program and Procedures (Program) is administered by the University of Colorado at Boulder’s Office of Labor Relations (OLR) with the assistance of the Leave Sharing Committee (Committee) on behalf of the University of Colorado at Boulder and System Administration. The Program provides a pool of additional leave, or “leave sharing” hours, for the benefit of eligible employees. The maximum amount of time that can be awarded to a classified employee is 520 hours per fiscal year. The maximum amount of time that can be awarded to an officer, exempt professional and faculty member on a 12 month appointment is 520 hours in any given 12 month period. The employee’s department is fiscally responsible for the approved leave sharing hours.

The Provost and the Vice-Chancellors of the University of Colorado at Boulder appoint the Committee members. The Committee generally meets once a month or may make special arrangements to meet on an as-needed basis in the event that an application needs immediate review. The Committee makes recommendations for approval or disapproval of the award of leave sharing hours to the Vice Chancellor of Administration (for classified employees) and to the Executive Director of Human Resources (for officers, exempt professionals and faculty on 12 month appointments), who review the recommendation and make the final decision. An employee of the OLR chairs the Committee. The Chair and members of the Committee have voting rights.

All requests for leave sharing hours are treated in a highly confidential manner. The grant of leave sharing hours is discretionary, is not an employee’s entitlement and cannot be grieved or appealed.

B. DONATION PROCESS

Any University of Colorado at Boulder or System Administration employee may donate annual leave (*not sick leave*) to the Program. Donations are voluntary. The annual leave donated may include hours that would be forfeited because of excess balances at the end of the fiscal year. To

make a donation to the Program, donors must complete the donation form located at: <http://www.colorado.edu/humres/support/leave.html>.

Donors may designate a specific, qualified employee for donated hours. If for any reason the designated employee does not use the donated hours, the hours will be returned to the Program.

The payroll liaison of the donor's department must verify that the donor has enough annual leave to cover the amount of hours being donated. The payroll liaison submits the donation form, after it has been signed by the payroll liaison and the employee, to the OLR. The donations are deducted by the payroll liaison in the donor's department using the applicable PeopleSoft procedures. The payroll liaison also deducts the hours from the employee's departmental work record. Information regarding deduction of leave hours is located on the Payroll and Benefit Services Procedures Guide, available at <http://www.cusys.edu/pbs/payroll/resources/downloads/PBS-Procedures-Guide.pdf>

C. ELIGIBILITY

Employees at the University of Colorado at Boulder and System Administration, who have a minimum of one year of State service or a minimum of one year of University of Colorado employment, are eligible to apply for leave sharing hours. An employee must not be receiving short-term disability or worker's compensation benefits and must have exhausted all sick and annual leave before he or she is eligible to receive leave sharing hours.¹

The employee, or an employee's immediate family member, must be experiencing a catastrophic illness or injury that poses a direct threat to life and requires inpatient, hospice or residential health care. An employee's immediate family member is defined as an employee's child who is under the age of 18 or an adult child incapable of self care, parent, spouse, legal dependent, or a person in the household for whom the employee is the primary care giver. The appointing authority and Committee may require documentation of the familial or caregiver relationship.

Examples of catastrophic illness or injury that poses a direct threat to life include cancer, major surgery, serious accidents and major heart attacks. Normal pregnancy, routine, corrective or elective surgery, and common illness and injury covered by short-term disability or worker's compensation are excluded.

An employee who experiences a catastrophic event or emergency such as wildfires, floods, tornadoes, and other natural disasters or accidental events such as a fire or natural gas explosion that results in a substantial loss or complete destruction of the employee's residence is also eligible to apply for leave sharing hours. The Program also applies to employees who are serving as first responders (e.g. fire fighters, paramedics, National Guard volunteers, etc.) who are called to respond to such catastrophic events or emergencies.

¹ Officers, exempt professionals and faculty on 12 month appointments who chose not to purchase short-term disability insurance, are only eligible for Leave Sharing Hours for up to 30 days (the length of time after which their short-term disability benefits would have commenced had they purchased this insurance), or after their short-term disability would have been exhausted.

In addition, an employee who is on active military service in the war against terrorism or other military operations and experiencing serious financial hardship during the initial call up is also eligible to apply for leave sharing hours. The hours donated must be used to make up the difference between the employee's base salary (excluding premiums) and the total gross military pay and allowances. Leave sharing hours are only available after exhaustion of military, administrative, annual leave, and compensatory time.

D. APPLICATION PROCESS

Program applications are available on the OLR website located at <http://www.colorado.edu/humres/support/leave.html>, and must be completed by the employee, appointing authority, payroll liaison, physician or the family member's physician. In the case of a catastrophic event, the Committee may require documentation of the event. The appointing authority must provide written support regarding the employee's request before the Committee will consider the application. The employee's annual and sick leave records for the current and prior fiscal year must be attached to the application. The employee should also submit a personal statement explaining the reason for their request for leave sharing.

E. REVIEW PROCESS

The Chair and the members of the Committee review the application. The Chair, on behalf of the Committee, submits a written recommendation and supporting documentation to either the Vice Chancellor of Administration (for classified employees) or the Executive Director of Human Resources (for officers, exempt professionals and faculty on 12 month appointments) recommending that the employee either be approved or denied leave sharing hours from the Program. The Vice Chancellor or Executive Director then reviews the recommendation and renders a decision on the recommendation.

The request for leave sharing hours may be denied for a variety of reasons including the ineligibility of the qualifying event, the ineligibility of the employee for the Program, an incomplete application or a pattern of leave abuse.

F. NOTIFICATION

Notification of the Vice Chancellor or Executive Director's decision is sent to the employee and the employee's payroll liaison and appointing authority. The payroll liaison in the employee's department makes the necessary adjustments to the departmental record and to PeopleSoft. If the employee does not use all the leave sharing hours granted to him or her, the department will notify the Chair of these unused hours and the hours will be returned to the Program for future use by other eligible employees.

This document supersedes all University of Colorado at Boulder leave sharing policies and procedures in effect prior to the effective date of this document.