

# UCB Guidelines for Managing Officer and Exempt-Professional (OEP) Leave

The following are guidelines for managing OEP leave on the Boulder campus. Many of these situations will require attention on a case-by-case basis. If you have any questions, please contact the Department of Human Resources, Office of Labor Relations at (303) 492-0956.

## 1) Vacation and Sick Leave Earning and Usage

- Full-time OEP employees earn 14.67 hours of vacation leave per month (22 days per year) and 10 hours of sick leave per month (15 days per year). Part-time employees earn leave on a prorated basis. Leave is available for use on the first day of the month following the month in which it was earned.
- An OEP employee who moves into a classified position earns leave based on the total whole months of state service, in or out of the state classified system, excluding temporary assignments.

## 2) Leave Requests and Reporting

- OEP employees must obtain approval from their supervisors prior to using leave, when possible.
- OEP employees should submit a leave request form to their supervisor when requesting time off. The University of Colorado at Boulder version of the State's Leave/Absence Request and Authorization form may be used for this purpose.
- OEP employees must complete a monthly leave record to document the amount and type of leave taken. The employee and supervisor must sign the leave record form annually, at a minimum, to verify leave balances.

## 3) Leave Balances When Terminating or Transferring

- Upon termination of employment or upon retirement, an OEP employee's vacation leave will be paid out, subject to the maximum (44 days) and ¼ sick leave, subject to the maximum allowed, will be paid out if eligible to retire (see Regent Policy 11-H).
- If an OEP employee transfers within the CU system, leave will not be paid out and will be transferred to the new department. If an OEP employee wishes to take time off, such as a vacation between appointments, he/she must be on an approved leave from his/her former or new department. The request to use leave should be made and approved in advance.
- Balances are transferred as follows:
  - OEP to OEP within the CU system: All vacation and sick leave balances will be transferred.
  - OEP from outside the CU System to OEP: Leave should not be transferred to the new OEP position.
  - OEP to Classified within the CU system: All vacation and sick leave balances will be transferred. Any leave balances over the classified staff maximum accrual levels will be forfeited the following July 1<sup>st</sup>.
  - OEP from a state agency outside of the CU system to Classified: Leave will be transferred. Any leave balances over the classified staff maximum accrual levels will be forfeited the July 1<sup>st</sup> following the date of hire.
  - Classified to OEP within the CU system: All leave balances will be transferred. Any vacation leave above the OEP accrual maximum will be forfeited the following July 1st.
  - Classified from outside the CU System to OEP: Leave will not be transferred to the new OEP position.

## 4) Verification of Leave Balances upon Transfer

- When an OEP employee transfers from one department to another, the department from which the employee is transferring should contact the new department to ensure that leave transfers accurately.
- The new department should proactively ensure that the leave transfers accurately.
- The employee should also take responsibility for verifying that his/her leave record transfers accurately.

## 5) Sick Leave Payout When Eligible to Retire

- OEP employees eligible to retire under the system in which they are enrolled at the University, such as PERA or TIAA-CREF, will be paid out ¼ of their sick leave balance, subject to the maximum allowed (see Regent Policy 11-H).
- Eligibility for CU Retirement Insurance Benefits (those benefits an employee is eligible to receive after 20 years of University service) is not related to eligibility for sick leave payout.

## 6) Sick Leave Reinstatement after Termination

- OEP to OEP - If an OEP employee terminates and is rehired as an OEP employee, his/her sick leave balance should not be restored.
- OEP to Classified - If an OEP employee terminates and is rehired into a classified position, his/her sick leave balance will not be restored *unless* the employee was previously certified in a classified position. If the employee was previously certified in a classified position, any remaining sick leave from the previous OEP appointment will be restored subject to the classified staff maximum (see State Personnel Board Rule 5-11).
- Classified to OEP - If a classified employee terminates and is rehired as an OEP employee, his/her sick leave should not be restored.

## 7) Holiday Pay

- In order to be eligible for holiday pay, an OEP employee should be in paid status the scheduled work day before or after a holiday.
  - Part-time OEP employees who meet this eligibility requirement receive holiday pay on a prorated basis.
  - Full-time OEP employees who meet this eligibility requirement, regardless of whether they are on unpaid leave at other times during that month, receive full holiday pay.

## 8) OEP Medical Certification

- OEP employees should provide a medical certification for any health-related absence of more than three consecutive full working days. This practice is intended to help identify and prompt the designation of Family Medical Leave for a potentially qualifying condition.

## 9) OEP Short Term Disability\*

- An OEP employee who has opted to purchase Short Term Disability insurance is required to meet the 30 calendar day waiting period and exhaust his/her sick leave prior to receiving disability benefits under the policy.
- In cases where an OEP employee's sick leave has been exhausted, but the 30 day waiting period has not yet been met, an OEP employee should use his/her vacation leave to meet the 30 day waiting period.

## 10) OEP Long Term Disability\*

- OEP employees are automatically covered for Long Term Disability insurance after one calendar year from the first day of the first full month after the date of hire or transfer into an OEP position. In order to be eligible to receive benefits, the OEP employee must have been employed at the time the disability occurred and must have met the 6 month waiting period.

\* For specific questions about OEP Short Term and Long Term Disability, contact Payroll & Benefit Services at (303) 735-6500.