



Engineering Staff Council
UNIVERSITY OF COLORADO BOULDER

ENGINEERING STAFF COUNCIL RESOLUTION

RESOLUTION #: ESCR001

SUBJECT: Birthday Leave Policy

PRESENTED BY: Staff Recognition, Development, and Advancement Committee; Kai Amey

IMPLEMENTATION DATE: July 1, 2020

RENEWAL DATE: July 1, 2021

Continuance of the program from year to year is at the discretion of the appointing authority.

PROCEDURE STATEMENT

University of Colorado Boulder, College of Engineering and Applied Science awards all leave-eligible Classified and University Staff employees paid time off for their birthday. Eligible employees receive a day off during their birth month in recognition of their birthday. This standard administrative procedure serves to set forth eligibility criteria and guidelines for the Birthday Leave Policy for leave-eligible Classified and University Staff employees of the College of Engineering and Applied Science.

PURPOSE

The purpose of the Birthday Leave Policy is to serve as a mechanism for creating positive employee morale and a sense of well-being leading to greater employee retention, engagement, work-life balance, loyalty, and motivation.

PROCEDURES AND RESPONSIBILITIES

1. GENERAL

University of Colorado Boulder College of Engineering and Applied Science provides all eligible Classified and University Staff a day off during their birth month in recognition of their birthday. Birthday Leave provides permanent full-time leave-eligible Classified and University Staff with eight hours of paid administrative leave (prorated for part-time employees). All employees must be eligible to accrue sick and vacation leave and be employed at least one full month prior to their birthday.

2. PROCEDURES

- 2.1 Birthday Leave may be taken on any day within an employee's birth month as long as the absence is approved by the employee's supervisor and in accordance with departmental leave procedures, prior to taking the leave. Staff must maintain the same standard of job coverage as for any other absence.

- 2.2 Full-time employees are allowed a full day (8 hours) of leave while part-time employees are granted leave on a prorated basis (i.e. 50% appointment = 4 hours of leave). All Birthday Leave must be taken on the same day.
- 2.3 If an employee does not take their Birthday Leave within their birth month, the leave is forfeited for that calendar year.
- 2.4 Birthday Leave cannot be taken in advance of the eligibility period (birth month).
- 2.5 Eligible employees must request Birthday Leave as they do vacation and sick leave using MyLeave. Within MyLeave, use earnings code Administrative Leave to record the time taken for Birthday Leave. The employee’s supervisor is responsible for ensuring the Birthday Leave is used within the birth month and that the employee has not already requested Birthday Leave for that calendar year before processing the request.

3. ATTACHMENTS

- 3.1 Classified Employee Handbook
 - Used in determination of proper procedure for Administrative Leave for Classified Employees.

PRESENTED TO CEAS STAFF COUNCIL FOR VOTE:

Thursday, April 2, 2020

Yes votes: 14

No votes: 0

Abstain votes: 0

Vote result: Pass Fail

If passed, CEAS Staff Council Chair signature for approval to submit to Dean of CEAS.

DocuSigned by:


 ENGINEERING STAFF COUNCIL CHAIR

4/3/2020

 DATE

SUBMITTED TO DEAN OF CEAS: April 3, 2020

RESPONSE FROM DEAN RECEIVED:
Thank you for your work on this incentive.

DocuSigned by:


 CEAS DEAN

4/6/2020

 DATE

FOLLOW-UP ACTIONS: