

Recognition Program - Administrative Leave Request

The campus will be open for the period between Dec. 26 - Dec. 31. Deans, chairs, institute directors or department directors who want to recognize their employees' service during the pandemic may authorize up to four (4) days of administrative leave during this period utilizing this recognition program. The request form is below.

Submitting unit: CU Boulder Department of Human Resources

Submission completed by: Katherine Erwin, Chief Human Resources Officer

Recognition Program Name: 2020 Recognition for Extraordinary Effort

Program Duration: FY 2021

Recognition Category (merit, length of service, participation): merit

Eligibility: Regular (non-temporary) university staff, classified staff and 12-month faculty

Award: CU Boulder departments, schools, and colleges may provide up to four (4) days of administrative leave to recognize regular, non-temporary employees who went above and beyond during 2020 and performed extraordinary work during this challenging year. While campus units have flexibility in how this leave is applied, equity is a critical consideration and all requests for this leave are subject to the approval of the Provost and Interim COO. This administrative leave should be approved by the appropriate university officer and taken between December 25 and January 1 unless the employee is required to work and then can schedule a different day.