

**Colorado State University – Pueblo
Finance and Administration**

LEAVE USE AND REPORTING PROCEDURE

Organizational Area:	Human Resources		
Procedure Reference No:	HR 01-2005		
Effective Date:	January 1, 2005 unless otherwise noted	Revision Date:	N/A
Officer Responsible:	Director of Human Resources		
Tel:	719-549-2441		
Date Approved:	January 26, 2005		
References:	Board of Governors of the Colorado State University System approved policies Faculty Handbook Administrative/Professional Handbook for Professional Personnel, to be revised and reissued by July 1, 2005. State of Colorado Classified Employee Handbook. Family Medical Leave Act (FMLA)		
Attachments:	(A) Leave/Absence Request and Authorization Form		

SCOPE:

This procedure applies to all Faculty, Administrative/Professional, and Classified employees of Colorado State University – Pueblo as indicted in the procedure and as directed by the appropriate rules and regulations as determined by employee type.

PROCEDURES:

Leave accrual amounts and limits for Faculty and Administrative/Professional staff are set by the Board of Governors of the Colorado State University System. Leave accrual amounts and limits for Classified Staff are set and approved by the State Personnel Board.

Leave use and reporting is the responsibility of every employee. Leave must be used responsibly and requires advance approval of the leave request, when foreseeable, by the supervisor. Leave that is not foreseeable (i.e. illness, accident, etc.) still requires a request be submitted immediately upon the employee's return and be signed and approved by the supervisor. Additionally, employees should notify their supervisor as soon as they are aware of the need to be absent, when feasible. Leave records are a critical and integral part of the University's responsibility for maintaining accurate employee records and for assuring equitable and appropriate accrual and use of this employee benefit.

Faculty should refer to the Faculty Handbook for additional details on leave use. Administrative/Professional Staff should refer to the Handbook for Professional Personnel, to be revised and reissued by July 1, 2005. Classified employees should refer to the State of

Colorado Classified Employee handbook, found on the State of Colorado Website or through Colorado State University – Pueblo Human Resources Web Page.

Annual leave should be requested as far in advance as possible. Sick leave should also be requested in advance whenever possible. The official Colorado State University-Pueblo Leave Request Form, available on the Human Resources web page through the Faculty and Staff Portal, must be submitted for all leave types to Human Resources upon approval by the supervisor and not later than the fifth business day after the month in which leave was taken. All approved leave requests received by that date will be input to the AIS leave tracking system for official reporting. If leave was approved but not taken, an amended leave request form must be signed by the supervisor and submitted by the fifth business day following the month in which it was requested for. It is the responsibility of the employee and the supervisor to communicate with regard to the status of all leave requests. Supervisors must respond to leave requests in a timely manner. If leave is not approved by the supervisor, the employee may appeal the decision in writing to the second level supervisor for review within three business days. If the employee disagrees with the determination of the second level supervisor, they may appeal to the Appointing Authority in writing within 3 business days of the notice from the second level supervisor. All decisions made by the Appointing Authority will be issued in writing within five business days and will be final.

Human Resources will produce the Monthly Employee Leave Calendar by the 15th of each month and forward them to the appropriate supervisor for review and final verification. **The employee and supervisor will each sign the leave calendar and return the original signed copy to Human Resources by the 25th of each month. This submission will serve as the official leave record and will be accepted as true and accurate.** Copies of the signed original should be made by the employee for their personal records and the signed copy forward to Human Resources. Once the signed copy is received by Human Resources, it will be maintained in the employees personnel file as their official time record.

If a supervisor fails to submit the required employee leave requests or the monthly Employee Leave Calendar by the dates directed in this policy, Human Resources will notify the appropriate Appointing Authority for appropriate action. In addition, supervisors will include leave tracking and reporting as a factor in their performance plans and evaluations.

Departments may implement supplemental leave policies to support and further explain this University Leave Use and Reporting Procedure. Any supplemental policy must be approved by the Appointing Authority. Human Resources will make available communication templates for notifying employees of the expected leave request policies of a department. These templates will include standard language for all university employees and allow for specific departmental guidance. Copies of any supplemental leave policies or communications will be made a part of the personnel file once given to the employee.

Classified Timesheets

Classified timesheets will no longer be required. Classified employee hours worked will be based on their percent of appointment, with 1.0 FTE equal to 40 hours per week. Expected hours worked for a less than full-time employee will be calculated by multiplying the percent of FTE by 40. Supervisors are required to ensure that employees work the hours expected and the official Employee Monthly Calendar will be used to track time worked (i.e. if no is

leave reported it will be assumed that the employee fulfilled their required work hours for the month and had no missed time). **Timesheets will only be required for those employees paid on an hourly basis.**

A separate overtime procedure will issued by Human Resources to address overtime use and tracking.

Sponsored Programs

Grant affiliated staff should refer to “Sponsored Program Accounting Procedures” for requirements regarding monthly effort reporting.

Leave Types and Accrual

All leave is credited on the last working day of the month and available for use the 1st of the following month. Leave for employees who start or end employment that results in less than a full month of work will have leave pro-rated to the number of days actually worked. The University, as well as departments or divisions within the university, may designate periods of time when annual leave may not be granted based on operational needs or business necessity. These periods of time must be approved by the Appointing Authority and communicated in writing to the affected departments in advance. These periods must be applied to all impacted employees equally unless there is a communicated business reason for doing otherwise and may not be instituted in response to a specific request. However, employees must be provided reasonable opportunity to use accrued leave during the year of accrual. Supervisors and employees should review the Monthly Employee Leave Calendar which contains information on the number of hours that will be lost if leave is not taken by June 30th of each year. Failure of the employee to request leave in a reasonable time period is not sufficient reason for supervisors to grant leave that creates an undue operational burden to the department (i.e. waiting to request all leave that will be lost in the month of June that results in the employee missing the entire month). Employees and supervisors are expected to manage leave appropriately.

1. Annual leave, also known as vacation leave

Administrative/Professional staff hired prior to July 1, 2003 earn 16 hours per month, pro-rated for part-time employment based on percent of appointment, with a maximum accrual that may be carried forward to the next fiscal year of 384 hours, also pro-rated for part-time employment. Employees hired after July 1, 2003 earn 16 hours per month, pro-rated for part-time employment, with a maximum accrual that may be carried forward to the next fiscal year of 200 hours. Effective July 1, 2005, leave will continue to accrue throughout the fiscal year, even if it is in excess of the maximum that may be carried forward. Leave earned above the maximum accrual rate that may be carried forward to the next fiscal year and not taken by June 30th is forfeited. Payout of annual leave at the time of termination or resignation will not exceed the maximum accrual rate of 384 or 200 hours respectively. *Reference: Policy: Annual Leave Policy for New Colorado State University-Pueblo Administrative/Professional Staff.*

Faculty do not earn annual leave.

Classified Staff annual leave accrual is based on years of service with the state classified system as dictated by State Personnel Board Rules and Administrative Procedures. Leave earned above the maximum accrual rate that may be carried forward to the next fiscal year and not taken by June 30th is forfeited. Annual leave accrual rates are as follows:

<u><i>Years of Service Forward</i></u>	<u><i>Hours Accrued per Month</i></u>	<u><i>Maximum</i></u>	<u><i>Carry</i></u>
1 st through 5 th year	8 hours per month	192 hours	
6 th through 10 th year	10 hours per month	240 hours	
11 th through 15 th year	12 hours per month	288 hours	
16 th year or longer	14 hours per month	336 hours	

All leave earning rates and maximum accrual rates are pro-rated for part-time employees based on the percent of appointment.

2. Sick Leave

Medical certification is required for any absence of more than three consecutive business days for all employees in order for the University to ensure compliance with the Family Medical Leave Act. This requirement is also dictated by the State Personnel Board Rules and Administrative Procedures for classified employees.

Administrative/Professional staff earn 10 hours of sick leave per month with a maximum accrual of 720 hours. Payout of sick leave is not available.

Faculty earn 10 hours of sick leave per month with a maximum accrual of 720 hours. Payout of sick leave is not available.

Classified staff accrue sick leave at a rate of 6.66 hours per month. Those hired by any state agency prior to July 1, 1988 and who have had no break in service have a maximum accrual of 360 hours plus their balance as of June 30, 1988. Those employees hired after July 1, 1988 have a maximum accrual of 360 hours (45 days). Leave earned in excess of the 360 hours is converted to annual leave at a rate of 5 hours of sick leave to one hour of annual leave on July 1st of each year. Classified employees who are retirement eligible to receive a payout of one fourth (25%) of their sick leave balance upon retirement, not to exceed one fourth of their maximum sick leave accrual.

3. Holiday Leave

The State of Colorado grants 10 paid holidays per year. Colorado State University – Pueblo adheres to an alternate holiday schedule, which is available on the HR Website through the Faculty and Staff Portal. Should an employee terminate their employment with the University, there will not be a payout adjustment for holidays not taken during the fiscal year.

4. Military Leave

Military Leave is granted in accordance with State and Federal Guidelines. Military leave requests must be accompanied by official military orders. Members of the National Guard or Reserves are granted 15 working days per calendar year for annual training or encampment.

Appointing Authority signature is required on the leave request. Please contact Human Resources if you will be in this situation.

5. Jury Leave

Employees are granted leave with pay for periods required to serve on jury duty. Compensation received for this service is no longer required to be relinquished to the University. A copy of the Jury Service from the Jury Commissioner must accompany the leave request. Appointing Authority signature is required on the leave request.

6. Civil Duty Leave

Employees who are officially subpoenaed or summoned to involuntarily appear in a judicial forum or compelled to appear before a judicial, legislative, or administrative body with civil power to compel attendance during regularly scheduled working hours, shall be entitled to receive leave with pay for a period of time necessary for such appearance if the appearance may not be reasonably accommodated by rescheduling the employee's work hours, as determined by the University. Employees must provide a copy of the subpoena to the Appointing Authority with the leave request and both must be forwarded to Human Resources after being signed by the Appointing Authority. Civil Duty Leave shall not be granted for appearances as an expert witness for a party to litigation. Civil Duty Leave must be approved in advance by the Appointing Authority. Civil Duty Leave is not deducted from the employees sick or annual leave balances.

7. Administrative Leave

Administrative leave may be granted for specific circumstances and must be approved in advance by an Appointing Authority. This type of leave is based on individual circumstances. The Appointing Authority will be responsible for determining which circumstances warrant the approval of Administrative Leave and whether it will be paid or unpaid.

8. Leave Without Pay

Requests for leave without pay require Appointing Authority approval.

9. Family Medical Leave Act (FMLA)

FMLA is a federal requirement and Human Resources should be immediately notified of any situation that MAY qualify under FMLA. Eligible employees are those who have worked for CSU-Pueblo and/or the state for 12 months prior to the FMLA request. Leave is granted for a serious health condition of the employee or immediate family member (spouse, child, or parent), birth/adoption of a child, placement of a child in foster care.

FMLA grants up to 520 hours of leave. Leave is paid if the employee has a sick or annual leave balance, otherwise it is unpaid leave. Intermittent leave is permitted. All FMLA leave requires medical certification. Fitness to return certification may be required for an employee's condition.

Request for FMLA leave requires designation by Human Resources and medical certification that the condition qualifies under the FMLA law. The need for FMLA leave should be

requested as far in advance as possible but not later than three days after leave has started. Supervisors of employees requesting FMLA leave shall refer the employees to Human Resources and notify Human Resources of the possible need for the leave.

All employees must contact Human Resources for specific instructions on the use of FMLA. All potential FMLA situations and sick leaves of three days or more must be reported to Human Resources.

10. Funeral/Bereavement Leave

Administrative/Professional staff may request funeral leave not to exceed five (5) working days without the loss of pay to make arrangements for/or attend the services of an family members or others. A supervisor or Appointing Authority shall determine the amount of time to be granted based upon the travel distance, the mode of transportation, and the employee's relationship to the deceased. This type of leave may not be used for the purpose of settling an estate. An Appointing Authority may approve the entire 40 hours for a close family member even if funeral activities do not require this full amount of time.

Administrative/Professional staff may also request leave not to exceed one (1) working day without loss of pay to attend services for a member of the University Community or close friend.

Faculty may request bereavement leave not to exceed five (5) working days without the loss of pay to make arrangements for/or attend the services of an family members or others. A Department Chair shall determine the amount of time to be granted based upon the travel distance, the mode of transportation, and the employee's relationship to the deceased. This type of leave may not be used for the purpose of settling an estate. An Appointing Authority may approve the entire 40 hours for a close family member even if funeral activities do not require this full amount of time.

Faculty may also request leave not to exceed one (1) working day without loss of pay to attend services for a member of the University Community or close friend.

Classified staff may request funeral leave not to exceed 40 hours for the death of a family member or other person from their supervisor. Funeral leave cannot be used for settling an estate. The decision to grant and the amount of leave is based on the relationship to the deceased and the distance and mode of transportation. An appointing authority may approve the entire 40 hours for a close family member even if funeral activities do not require this full amount of time. Funeral leave for classified staff is defined by the State Personnel Board Rules and Administrative Procedures.

11. Injury Leave

Employees who are injured or suffer an illness on the job are covered by Worker's Compensation Law. Please refer to the Worker's Compensation link on the Human Resources Website or contact the Office of Human Resources for further information.

12. Other Leaves

Other leaves, such as sabbatical leave, may be granted in accordance with University Policies and Procedures. Employees should refer to the appropriate employee handbook and receive Appointing Authority approval for such a request.

13. Leave Transfer/Reinstatement

Administrative/Professional staff may request the transfer of annual and sick leave earned while employed by another state agency. Leave transfers are not a right, will only be considered from other recognized state agencies and must be approved by the Appointing Authority. Annual leave transfer will under no circumstances exceed forty (40) hours. No leave will be transferred from a non-state entity without the specific approval of the President.

Reinstatement of leave for employees who had prior service at the University will be reviewed on an individual basis. Leave balances must be able to be verified from the previous employment in order to be considered. Under no circumstances will leave be transferred and reinstated for the same employee.

Faculty may request the transfer of sick leave earned while employed by another state agency. Leave transfers are not a right, will only be considered from other recognized state agencies and must be approved by the Appointing Authority. Faculty do not earn annual leave and may not transfer annual leave from non-faculty positions at other state agencies or at CSU-Pueblo. No leave will be transferred from a non-state entity without the specific approval of the President.

Reinstatement of leave for employees who had prior service at the University will be reviewed on an individual basis. Leave balances must be able to be verified from the previous employment in order to be considered. Under no circumstances will leave be transferred and reinstated for the same employee.

Classified Employee leave transfers and reinstatements are dictated by the State Personnel Board Rules and Administrative Procedures. If an employee transfers from another state agency with no break in service, leave balances are automatically transferred. If the employee had a break in service, they will have been paid for their accrued annual leave balance and thus, no annual leave will transfer. Sick leave may be reinstated for employees who had a break in service unless they retired and were paid for one fourth of their accrued sick leave balance, in which case there is no reinstatement of leave available.

Questions regarding this procedure or any leave related issues should be addressed to the Office of Human Resources at 719-549-2441.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board

