



**Campus Administrative Policy**

**Policy Title: Leave Sharing for Classified Staff, University Staff and Faculty on Twelve-Month Appointments**

Policy Number: 4009 Functional Area: Human Resources

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Effective: July 1, 2019  
Date Last Amended/Reviewed: July 1, 2019  
Date Scheduled for Review: July 1, 2026  
Supersedes: Leave Sharing for Classified Staff, Officers, Exempt Professionals and Faculty on Twelve-Month Appointments (July 1, 2009)

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Responsible Officer: Associate Vice Chancellor for Human Resources

Applies to: CU Anschutz Medical Campus  
CU Denver Campus

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**A. INTRODUCTION AND SUMMARY**

State Statute and Personnel Rules establish leave sharing for classified staff. Regent Policy 11E. and University System Administrative Policy Statement 5049 establish leave sharing for officers, exempt professionals and faculty on twelve-month appointments.

Employees may donate earned annual/vacation time to employees or employees' immediate family members with life-threatening, catastrophic injuries or illnesses. To receive donated leave, the employee must have one year of state or university service immediately prior to making the request. Sick leave cannot be donated. Annual leave donations must be documented in writing and approved by the donating employee's

department to assure sufficient accrued leave exists to support the amount of leave donated.

## **B. POLICY STATEMENT**

CU Denver Campus and CU Anschutz Medical Campus classified staff members may donate annual leave to other qualified classified staff members upon the approval of their appointing authority, the recipient's appointing authority, Human Resources and the Chancellor, as the department head in rule.

Subject to the same criteria and approvals, except the donating appointing authority's approvals, CU Denver Campus classified staff may apply for shared leave from a classified staff leave sharing bank until that bank is exhausted. Additional donations to the bank are no longer accepted. CU Denver Campus classified staff requesting hours from this bank must have been employed as a classified staff member prior to July 1, 2004.

CU Denver Campus and CU Anschutz Medical Campus University staff and faculty members on twelve-month appointments may donate annual leave to other qualified university staff and faculty members on twelve-month appointments upon the approval of their supervising authority, the recipient's supervising authority and Human Resources.

Recipients of donated leave must exhaust all forms of paid leave and compensatory time and must not be receiving short-term disability or long-term disability benefits to be eligible. Eligibility expires no later than 30 days from the qualifying life-threatening, catastrophic injury or illness. Donated leave is not part of the leave payout upon an employee's separation from the university.

### **Qualifying Events**

In accordance with the authorizing statute, rules and policies noted above, employees of CU Denver Campus or CU Anschutz Medical Campus may apply for donated leave from another employee if their situation falls within one of the following categories:

- The employee, or the employee's immediate family member, is experiencing a physical or mental illness or injury that either:
  - Poses a direct threat to life, or
  - Is catastrophic – meaning the illness or injury requires inpatient, outpatient, hospice or residential care and results in a period of incapacity (or anticipated incapacity).

The illness or injury that poses a direct threat to life or requires inpatient, outpatient, hospice, or residential care and will result in an incapacity (or anticipated incapacity) and must be certified by a legally credentialed healthcare provider.

Healthcare Provider is defined as any doctor of medicine or osteopathy, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, physician's assistant, nurse midwife and clinical social worker performing within the scope of their practice as defined under State law; Chiropractors and Christian Science practitioners are health care providers to the extent defined under FMLA regulations. Also included is any healthcare provider

recognized by the University of Colorado group health plan for reimbursement of services.

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, civil union partner or domestic partner, legal dependent, or a person in the household for whom the employee is the primary caregiver. The appointing authority and Committee may require documentation of the familial or caregiver relationship.

"Incapacity" means that the employee or employee's family member is substantially limited in performing activities in their daily life which they can normally perform. For example, the employee/employee's family member is substantially limited in seeing, speaking, hearing, breathing, sitting, standing, walking, lifting, reading, learning, performing cognitive tasks, or feeding, bathing, dressing, or grooming their self.

Examples of illnesses and injuries that this policy **is** intended to cover include: heart attacks, heart conditions requiring heart bypass or valve operations, terminal disease, most cancers, periods of incapacity due to serious chronic medical illnesses (such as diabetes, asthma, epilepsy and emphysema), back conditions requiring surgical procedures and extensive therapy, spinal injuries, strokes, life-threatening infections, most major and emergency inpatient surgeries, serious mental illness requiring inpatient care, and injuries caused by serious accidents suffered outside of work.

Examples of illnesses and injuries that this policy **is not** intended to cover include: short-term or sporadic conditions or illnesses such as colds, sore throats, sprains, broken limbs not requiring extensive surgery, migraines, mild mental illness requiring only outpatient care, pregnancy absent complications and cesarean sections, and routine, corrective, elective and outpatient surgeries.

All requests and approvals must be in writing. Contact Human Resources for information and to initiate the leave sharing process.

### **Review Process**

Submitted applications are treated in a highly confidential manner and are only reviewed by the Human Resources Office. After carefully reviewing the employee's entire submission a decision will be made to grant or deny an employee's request for leave sharing hours. 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. Leave sharing hours are not an entitlement and cannot be grieved or appealed.

### **Notification Process**

Notification of the decision is sent to the employee and the employee's HR Business Partner and appointing authority. The HR Business Partner will make the necessary adjustments to the departmental record and to HCM as the hours are used on a monthly basis. If the employee does not use all the leave sharing hours granted to them, the department will

notify the Human Resources Office Leave Sharing Coordinator of these unused hours who will then notify the donating employee of hours actually used.

## Notes

1. Dates of official enactment and amendments:  
July 1, 2009: Adopted by Vice Chancellor for Administration and Finance  
January 16, 2019: Modified  
July 1, 2019: Revised
2. History:  
January 16, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.  
July 1, 2019: Reviewed as part of the spring 2019 semi-annual review. Updates include clarification regarding qualifying situations and medical conditions and the leave donation program.
3. Initial Policy Effective Date: July 1, 2009
4. Cross References/Appendix:
  - [Colorado Revised Statutes 24-50-104\(7\)](#)
  - [State Personnel Rules 5-8 and 5-9](#)
  - [Regent Policy 11-E](#)
  - [Administrative Policy Statement 5049, Leave Sharing for University Staff, Faculty on Twelve-month Appointments and Classified Staff](#)