LEAVE POLICY FOR CLASSIFIED STAFF
UNIVERSITY LIBRARIES

Note: The complete department of personnel
4 CCR 801 Personnel Board Rules And Personnel Director’s Administrative Procedures can be accessed at

Annual/Personal Leave (Vacation)

1) Employees in permanent positions who work one hundred percent of the working hours in a month shall earn and accrue annual personal leave as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Earned Per Month</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st thru 5th year</td>
<td>8 hours</td>
<td>24 days (192 hours)</td>
</tr>
<tr>
<td>6th thru 10th year</td>
<td>10 hours</td>
<td>30 days (240 hours)</td>
</tr>
<tr>
<td>11th thru 15th year</td>
<td>12 hours</td>
<td>36 days (288 hours)</td>
</tr>
<tr>
<td>16th year and over</td>
<td>14 hours</td>
<td>42 days (336 hours)</td>
</tr>
</tbody>
</table>

2) Part-time employees who work regular, non-fluctuating schedules earn leave prorated on the percentage of the regular appointment, rounded to the nearest 1/100 of an hour. For part-time employees who work irregular, fluctuating schedules and full-time employees who work or are on paid leave less than a full month, leave is calculated by dividing the number of hours the employee worked or was on paid leave by the total number of work hours in the month.

3) Leave accrual for each month shall be credited on the last working day of each month.

4) Annual/personal leave shall be taken only when authorized by the supervisor and/or unit head who may establish periods during which no annual/personal leave may be taken. Annual/personal leave shall not be denied when it results in the forfeiture of leave due to maximum accrual. Forfeiture of leave in excess of the maximum occurs on June 30 of each year.

5) Leave without pay may be charged for any leave not authorized in advance.

6) An employee may not apply for annual/personal leave in excess of his or her earned accumulation. Such time will be treated as leave without pay, and an adjustment will appear in his/her monthly pay. All leave without pay must be approved in advance by the supervisor, department head, and the appointing authority.

7) Accrued annual/personal leave will not be lost when the employee is promoted, demoted, or transferred.

8) Employees who receive notice of layoff or job abolition shall not be required to use accrued annual/personal leave prior to effective day of layoff or abolishment.

9) Annual/personal leave earned during periods of leave with pay shall be credited only when the employee returns to work on a regular basis.

Employees do not accrue leave while on short-term disability unless they are working part-time. If employee is working part-time, leave will accrue based on time worked.
Sick/Health Leave

1) Employees in permanent positions working in a one hundred percent appointment shall earn and accrue sick/health leave at the rate of 6.66 hours per month. Employees working less than one hundred percent will accrue prorated sick/health leave based on the percentage of their appointment. Employees shall not be granted sick/health leave until they have completed one full month of service from their initial day of hire.

2) Maximum accrual rates of sick/health leave:

   A. Employees who were employed by the State Personnel Classified System as of July 1, 1988, may carry forward all unused accrued sick leave accumulated as of June 30, 1988. The maximum accumulation shall be the employee's total unused accrued sick leave as of June 30, 1988, plus 360 hours (forty-five days). An employee may not carry forward into a new fiscal year sick leave in excess of his/her maximum accumulation.

   B. Employees hired on or after July 1, 1988, may not carry forward into a new fiscal year more than 360 hours (forty-five days).

   C. An employee who has accrued sick leave in excess of maximum accrual rate as of the end of any fiscal year may convert such leave to annual leave at the rate of five hours sick leave for one hour of annual leave. No more than eighty hours of sick leave may be converted to sixteen hours of annual leave as of the end of any fiscal year. Such annual leave is available for use beginning July 1 of the ensuing fiscal year.

3) Sick leave is provided in the event time off is needed for health reasons. This includes diagnostic and preventative examinations, treatment, and recovery. Accrued sick leave may also be used for the health needs of the employee’s child who is under the age of eighteen or an adult child incapable of self care, parent, spouse, legal dependent, OR a person in the household for whom the employee is the primary care giver. The appointing authority may require documentation of the familial relationship. Note that this definition of family is different from family/medical and bereavement leave.

4) Family Medical Leave. See attached.

5) A *State of Colorado Medical Certificate* form (or equivalent) completed by a health care provider must be provided within fifteen calendar days, absent extenuating circumstances, for any absence of more than three consecutive, full working days in accordance with statute.

Certification may also be required for absences of fewer days at the discretion of the appointing authority to determine if family/medical leave applies or when a pattern of absences indicates possible abuse. Additional medical certificates may be required every thirty days or the time period established in the original certificate, whichever is longer, unless circumstances change or new information is received. Failure to provide the certificate will result in denial of leave and possible corrective/disciplinary action.

6) Once the attending physician certifies that an employee on sick/health leave is physically able to perform his or her work duties, the supervisor may require the return of the employee to that job.

7) If an employee has exhausted all sick leave and is unable to return to work, accrued annual leave will be used. If annual leave is exhausted, leave-without-pay may be granted or the employee may be administratively discharged by written notice after pre-termination communication. The notice must inform the employee of appeal rights and the need to contact PERA on eligibility for
retirement. No employee may be administratively discharged if FML and/or short-term disability leave (includes the thirty-day waiting period) apply and/or if the employee is a qualified individual with a disability who can be reasonably accommodated without undue hardship. When an employee has been terminated under this procedure and subsequently recovers, a certified employee has reinstatement privileges.

8) When an employee has exhausted all accumulated sick/health leave, short-term disability leave, and annual leave and is still physically unable to return to work, the supervisor may terminate, request resignation of, or grant the employee leave without pay.

Short-Term Disability

Short-term disability (STD) leave is a type of unpaid leave of up to six months while either state or PERA STD benefit payments are being made. To be eligible for this leave, employees must have one year of service and an application for the STD benefit must be submitted within thirty days of the beginning of the absence or at least thirty days prior to the exhaustion of all accrued sick leave. The employee must notify in writing the supervisor, the Dean of Libraries, and the agency at the same time that a benefit application is submitted.

Leave of Absence Without Pay

Leave without pay may be approved by the appointing authority unless otherwise prohibited. The appointing authority may also place an employee on leave without pay for unauthorized absences and may consider corrective and/or disciplinary action. Those on unpaid leave receive no service credit, and the service date is adjusted one month forward for every 173 hours accumulated in a twelve-month period, except those on military leave, voluntary furlough, or while waiting for retention rights. Probationary and trial service periods are extended by the number of days on unpaid leave and may be extended for periods of paid leave. A request for leave of absence must be routed for approval and signatures of the supervisor, department head, associate director, and dean.

Holidays

1) The Libraries staff receive the same holidays as all campus classified staff. Normally these include

<table>
<thead>
<tr>
<th>New Year's Day</th>
<th>Independence Day</th>
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<tbody>
<tr>
<td>Martin Luther King's Birthday</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Spring Break (Friday)</td>
<td>Thanksgiving (two days)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Christmas (two days)</td>
</tr>
</tbody>
</table>

Department heads have the discretion to grant employee requests to observe César Chávez day, March 31, in lieu of another holiday in the same fiscal year. When granting the request, the department must be open and at least minimally operational for both days and the employee must have work to perform.

2) If an employee must work on a scheduled holiday, the employee will be granted another day off.

Other Types of Leave

2) **Jury Leave** provides paid leave to permanent employees for jury duty. Temporary employees are granted up to three days of jury leave. Jury pay is not turned over to the department.

3) **Bereavement Leave** provides up to 40 hours of paid leave to permanent employees at the time of death of a family member or other person. Bereavement leave cannot be used for settling an estate. The decision to grant and the amount of leave are based on the relationship to the deceased and the distance and mode of transportation.

4) **Release Time for Classes**
The State of Colorado Fiscal rule 2-8-04 allows for a tuition waiver program (maximum of six credit hours per year) for permanent employees of the University. The number of eligible waived credit hours is prorated according to full-time employment status.

- To qualify for this benefit, the employee must show that the requested course(s) are job related and career enhancing. The supervisor's signature on the Faculty/Staff Tuition Waiver Form (see attached) constitutes compliance with this requirement. The form will not be accepted without a signature.
- Enrollment is on a space-available basis. Courses registered for prior to the start of designated enrollment do **not** qualify for the tuition waiver.
- Examples of individuals covered by the waiver include classified staff, faculty at the rank of instructor or above, professional exempt, PRA's and research associates who are 0.5 FTE or greater.
- Examples of individuals not covered by the waiver include graduate part-time instructors, teaching assistants, research assistants, hourly personnel and special faculty such as instructor adjunct, visiting professors, special visiting professors, visiting fellows, professor adjunct, professor adjunct, and lecturers.

5) **Overtime**

**Overtime** is that time a non-exempt employee is directed or permitted to work in excess of the forty hours during a standard work week. The University of Colorado's workweek is 12:00 a.m. Sunday through 12:00 p.m. Saturday. The workweek contains 168 consecutive hours. Such excess hours are paid at 1 1/2 times the employee's regular hourly base pay rate. Monetary payment must be made by the next regularly scheduled payday following the pay period in which it was worked.

**Compensatory time** in lieu of monetary payment is allowed if there is a written agreement between the department and any employee hired after April 15, 1986. Written agreements for those hired prior to April 15, 1986, are unnecessary provided that the department had a regular practice in place for granting compensatory time. Acceptance of compensatory time may be a condition of employment for new employees. Appointing authorities must ensure that compensatory time is scheduled as soon as practical. Compensatory time shall not exceed 240 hours and any additional overtime must be paid at the next regular pay period. If a department wants to place limits on the accrual or payment of compensatory time, a policy must be developed and communicated prior to use and on an ongoing basis. Unused compensatory time at termination or transfer to another department must be paid at that time.

In the University Libraries, all overtime must be approved by the supervisor in writing prior to the time worked. This approval should be attached to the employee's monthly leave record that shows the time earned and the time converted and used as compensatory time.
Family/Medical Leave (FML)

5-23. The state is considered to be a single employer under the Family and Medical Leave Act (FMLA) so the following provisions apply to all employees in the state personnel system. This section fulfills part of the notice requirements under the FMLA.

5-24. FML is granted to eligible employees for: (1) birth and care of a child and must be completed within one year of the birth; (2) placement and care of an adopted or foster child and must be completed within one year of the placement; (3) the serious health condition of an employee’s parent, child, or spouse for physical care or psychological comfort; or, (4) an employee’s own serious health condition. Definitions of a serious health condition and health care provider are in the “Definitions” section of the “Organization, Responsibilities, Ethics, and Definitions” chapter.

5-25. To be eligible, an employee must have one year of total state service as of the date leave will begin. Such service is time on the payroll, regardless of employee type, and need not be consecutive time. If temporary, the employee must also have worked 1250 hours within the 12 months prior to the date leave will begin. Time worked includes overtime hours and paid leave (excludes any type of unpaid leave). If the employee has worked full time, up to 520 hours per fiscal year will be granted. If part time, the amount of leave is prorated based on the regular appointment or schedule. If a part-time employee works an irregular, variable schedule, the amount of leave is prorated based on the average number of hours worked in the 12 weeks prior to the beginning of the leave (rounded to the nearest 1/100 of a hour). Any extension of leave beyond the amount entitled to is not FML and is subject to other provisions in these chapters. Requiring an employee to use more FML than needed is not permitted.

5-26. In the case of a serious health condition and when medically necessary, FML can be used on an intermittent basis or with a reduced work schedule. Requests for intermittent leave or a reduced schedule in other circumstances may be granted at the sole discretion of the appointing authority. To accommodate such requests, the appointing authority may temporarily transfer the employee to another position. No temporary reduction in schedule is allowed until all paid personal leave is exhausted.

5-27. All other types of leave run concurrently with FML and do not extend the time the employee is entitled to. The employee must use all accrued personal leave subject to the conditions for use of such leave before being placed on unpaid leave for the remainder of FML, except for workers’ compensation and compensatory time. Compensatory time is not leave and is not counted against the employee’s FML entitlement. In the case of workers’ compensation, the employee must comply with the requirements of that plan and, although the department must make a timely designation, time is not counted against the employee’s FML entitlement as long as the employee is using paid leave to make base pay whole. In addition, an employee cannot be required to accept a temporary “modified duty” assignment even though workers’ compensation benefits may be affected.

5-28. Leave-without-pay provisions apply to any unpaid FML except the state continues to pay its portion of insurance premiums. An employee’s condition that also qualifies for short-term disability benefits must comply with the requirements of that plan.

5-29. Employer Requirements. It is the appointing authority’s responsibility to designate and notify the employee whether requested leave qualifies as FML based on the information provided by the employee, regardless of the employee’s desires. Family/medical leave cannot be waived. The appointing authority is expected to obtain the necessary information to make the proper designation. Such designation must be made within two business days, absent extenuating circumstances, after the appointing authority is aware of the reason for the leave. The appointing authority must notify the employee in writing of the employee’s rights and responsibilities under FML. This notice requirement is met with the State of Colorado Employer Notification form (or equivalent). A copy of this notice must be maintained in the proper official file. The appointing authority may provide a verbal designation but it must be confirmed in writing, with the notice within one week. FML may be approved conditionally pending receipt of required documentation, e.g., medical certificate, proof of familial relationship. Documentation of any dispute over the designation must be placed in the proper official file.
A. If the appointing authority is aware of the reason for leave, either before or during the leave, and fails to designate it as FML in a timely manner, any leave used prior to the notice cannot be designated as FML. The employee receives all of the protections of FML, but the absence preceding the designation may not be counted against the FML entitlement.

B. FML cannot be designated retroactively once the employee returns to work unless: (1) the appointing authority was not aware of the reason for the leave until the employee returned; or, (2) the leave was conditionally designated as FML pending receipt of certification. Upon receipt of the information, the appointing authority must designate and notify the employee in a timely manner whether the leave qualifies as FML, including confirming or withdrawing a conditional designation.

5-30. **Employee Requirements.** Written notice of the need for leave is to be provided by the employee 30 days in advance or as soon as practical. "As soon as practical" means providing written notice within two business days, if feasible, after the employee verbally requests the leave. Failure to provide timely notice when the need for leave is foreseeable, and there is no reasonable excuse, may delay the start of FML for up to 30 days after notice is received as long as it is designated as FML in a timely manner. Advance notice is not required in the case of a medical emergency. In such a case, an adult family member or other responsible party may give notice, by any means, if the employee is unable to do so personally.

5-31. The employee shall consult with the appointing authority to: establish a mutually satisfactory schedule for intermittent treatments and a periodic check-in schedule; report a change in circumstances; make return to work arrangements, etc.

5-32. The employee is required to provide proper medical certification, including additional medical certificates and fitness-to-return certificates as prescribed under sick leave. Failure to provide certification in a timely manner may result in a delay of starting or continuing FML. If the required documents are never provided, the leave is not FML and the other provisions of this chapter cover the employee.

5-33. Benefits coverage continues during FML. If the employee is on paid FML, premiums will be paid through normal payroll deduction. If the FML is unpaid, the employee must pay the employee share of premiums as prescribed by benefits and payroll procedures.

5-34. Upon return to work, the employee is restored to the same, or an equivalent, position, including the same pay, benefits, location, work schedule, and other working conditions. If the employee is no longer qualified to perform the job (e.g., unable to renew an expired license), the employee must be given an opportunity to fulfill the requirement. If the employee is no longer able to perform the essential functions of the job due to a continuing or new serious health condition, the employee does not have restoration rights under FML and the appointing authority may use 5-10 subject to any applicable ADA provisions. The employee does not have restoration rights if the employment would not have otherwise continued had the FML leave not been taken, e.g., discharge due to performance, layoff, or the end of the appointment. 5-35. FML does not prohibit adverse action that would have otherwise occurred had the leave not been taken.

5-36. The use of FML cannot be considered in evaluating performance. If the performance plan includes an attendance factor, any time the employee was on FML cannot be considered.

5-37. **Records.** Federal law requires that specified records be kept for all employees taking FML. These records must be kept for three years. Any medical information must be maintained in a separate confidential medical file in accordance with ADA requirements and Chapter 1.
Guidelines for the Use of Administrative Leave

The University of Colorado at Boulder and System Administration adopts these Guidelines for the Use of Administrative Leave. These guidelines are designed to provide guidance to campus departments in the use of administrative leave and to provide fair and consistent application across campus. These guidelines have been designed to be reasonable and flexible to meet the changing business needs of the University.

In all cases, (1) the appointing authority is responsible and accountable for leave approval decisions made within his/her department(s); (2) the guidelines listed in this document are intended to be used for the majority of cases; (3) requests for exceptions should be provided in writing to the appointing authority, and must be approved by the appointing authority.

Background

As of January 1, 2000, procedures requiring that administrative leave be granted for participation in tests and interviews for state positions changed. The revised procedure gives appointing authorities discretion to grant this type of administrative leave.

Additionally, the rules and procedures adopted in December 1998 provided for a new type of administrative leave. This leave provided up to 12 hours per year for classified employees with at least one year of state service to participate in school or volunteer activities that benefit the community. The revised procedure, as of January 1, 2000, gives appointing authorities discretion to grant this type of leave and removes the 12 hour limitation.

State Personnel Rules and Administrative Procedures Pertaining to Administrative Leave

Administrative leave as described in P-5-21 is discretionary; it provides for the appointing authority to grant paid time to employees for reasons determined to be for the good of the state. Administrative leave as described in P-5-22 is mandatory; it must be granted in the instances described. Please refer to the Administrative Leave Chart for clarification of these procedures.

P-5-16. The types of leave in this section do not accrue, carry over, or pay out.

P-5-21. Administrative leave provides for the appointing authority to grant paid time to employees for reasons determined to be for the good of the state, including periods of investigation into an employee’s conduct, incentive awards, coursework at a higher education institution directly related to the work, to participate in tests and interviews for state positions, to participate in school or community volunteer activities, and participation in official activities by elected officers of employee organizations. An appointing authority may grant administrative leave up to five days for local or 15 days per fiscal year for national emergencies to employees who are certified disaster service volunteers of the American Red Cross. Administrative leave is not intended to be a substitute for such things as corrective or disciplinary action or other benefits and leave. In determining whether administrative leave is for the good of the state, an appointing authority considers prudent use of taxpayer and personnel service dollars and the business needs of the department.

P-5-22. Administrative leave must be granted for the following.

A. Participation in hearings or settlement conferences at the direction of the Board or Director and to testify in court or official government hearings on state-related matters when required by an appointing authority or subpoena.
B. Two hours to participate in general elections if the employee does not have three hours of unscheduled work time during the hours the polls are open.
C. Up to two days per fiscal year for organ, tissue, or bone donation transplants.

Please note: A complete version of the State Personnel Rules and Administrative Procedures can be
Administrative Leave for State Tests and Interviews

The granting of administrative leave for participation in tests and interviews for state positions is a long-standing practice that has benefited employees and appointing authorities alike. Although granting leave for participation in tests and interviews is no longer required, the Boulder Campus policy continues to support the granting of administrative leave for these purposes.

- Tests and interviews for state positions are not limited to the Boulder Campus. Employees who seek employment through transfer, demotion or promotional opportunities at other state agencies are eligible for administrative leave. In cases where a state agency is in another part of the state requiring extensive travel time (e.g. Durango or Grand Junction), the appointing authority shall use discretion in the amount of administrative leave to be granted. In these cases, the use of a combination of administrative leave and annual leave would be appropriate.
- Administrative leave for the purpose of participating in state tests and interviews should be requested and approved in advance. Notice of at least 24 hours is preferred unless special circumstances prevent such notice.
- It is strongly recommended that appointing authorities and supervisors (or their representatives) maintain thorough records of requests for and actual use of administrative leave. While the Department of Human Resources does not require that records be submitted at this time, it may be required in the future. If necessary, appointing authorities and supervisors must be prepared to provide administrative leave data in a timely manner. This data may be used to re-evaluate administrative leave practices over time, and can also be useful in the prevention of potential leave abuse.

Administrative Leave for School or Volunteer Activities

The concept for school and volunteer leave came from the State’s work-life and Family Medical Leave Act (FMLA) efforts. At the Federal level, there has been discussion about expanding FMLA to include a child’s school activities. In addition, several states and private employers have added this type of leave. The Colorado Department of Personnel/Human Resource Services believes that school and volunteer leave sends a message of support for the education of our children and for building better communities.

The philosophy for school leave is a recognition of the importance of parental (or guardian) involvement in a child’s education. According to educators, involvement in a child’s school activities can positively enhance their educational experience. On the other hand, not everyone has school-age children. Volunteer leave provides the opportunity for individuals to contribute to their communities at large.

The Boulder Campus is constantly striving to build community, both on and off campus. We support the granting of administrative leave for participation in school and volunteer activities pursuant to the following guidelines.

Guidelines for the Use of Administrative Leave for School/Volunteer Activities

Eligibility
All classified employees are eligible for school and volunteer leave.

Quantity Available
The Boulder Campus policy provides up to 16 hours of school or volunteer leave per employee, per fiscal year.* School/volunteer leave does not accrue, cannot be carried over from one year to the next, and cannot be "given" to another employee. (An appointing authority may grant additional hours of school/volunteer leave in special, documented circumstances.)
Requesting Leave
Leave requests must be submitted in advance. Requests must be in writing and provide information as to the nature of the school/volunteer activity. (Appointing authorities and supervisors that use Leave Request forms may require that employees request school/volunteer leave using the existing form. Some may require additional documentation. A sample form is attached.)

Tracking and Reporting Leave
Supervisors and appointing authorities (or their representatives) should track the hours of school/volunteer leave used by employees to ensure hours do not exceed 16 hours per fiscal year (barring special circumstances). While the Department of Human Resources does not currently require the reporting of school/volunteer leave, it may be required in the future. Appointing authorities and supervisors must be prepared to provide administrative leave data pertaining to school/volunteer leave, if needed. This data may be used to re-evaluate leave practices over time.

Examples - School Activities
The following school activities are provided solely as examples, and should not be considered a comprehensive list of possible activities. Final approval of administrative leave for school activities lies with the appointing authority. Flexibility in the interpretation of activities suitable for this type of leave is encouraged.

- Parent-teacher conferences
- School plays, concerts, recitals
- Field trips
- Classroom aide

Examples - Volunteer Activities
The following volunteer activities are provided solely as examples, and should not be considered a comprehensive list of possible activities. Final approval of administrative leave for volunteer activities lies with the appointing authority. Flexibility in the interpretation of activities suitable for this type of leave is encouraged.

- Women’s Resource Center
- Read Across America Day
- SWAY Programs (State Workers Advocating for Youth)
- Habitat for Humanity
- Commencement Marshals
- Victim Assistance programs
- Adopt-a-Family program

Considerations for Approving Additional School/Volunteer Leave
Below are possible issues for consideration by the appointing authority or supervisor when determining approval of school/volunteer leave in excess of 16 hours per fiscal year. In all cases, communication and collaboration between supervisors and employees is encouraged.

- Priorities of the work unit, including workload issues.
- Nature of the request, including the activity’s contribution to the community or educational process of the student.
- Educational necessity for the parent/guardian to participate in the activity.
- Frequency of the event/activity. Will there be other opportunities for attendance/participation or is it a unique opportunity?

Will I be forced to participate in volunteer activities?
No, school/volunteer leave provides you the opportunity to volunteer. Volunteering provides us the opportunity to give back to our schools, our community, and to support our children’s educational experiences.
May I use school/volunteer leave to take classes?
No, school/volunteer leave is meant to support school activities K through 12th grades. While there is another type of administrative leave that may be used for classes that are directly related to work, school leave cannot be used for this purpose.

How do I request school/volunteer leave?
Submit a request, in writing, to your supervisor. You should submit your request in advance, preferably at least one week in advance. Your request should describe the school or volunteer activity, provide the date, time, and number of hours being requested. Please keep in mind that your supervisor or appointing authority may require additional documentation of the organization or activity for which you're volunteering.

I don't have children, but I would like to attend my nephew's/neighbor's daughter's school play. May I use school/volunteer leave?
Yes, you may use this type of leave to attend a school activity (K-12) whether you're a parent or not. You may also use this type of leave to perform volunteer work at a school.

May I transfer school/volunteer leave to a friend who has children? May I save it for someday when I do have kids?
School/volunteer leave cannot be transferred or given to another employee, nor can it be "saved up". You may only request it for your own use, and only up to 16 hours per fiscal year.

May I request sixteen hours of school/volunteer leave in June and another sixteen in July?
You can certainly make such a request, but it does not have to be approved. While school/volunteer leave provides you with up to 16 hours per fiscal year, you should work with your supervisor to schedule time that fits with your department's workload as much as possible.

Are my volunteer opportunities limited to a specific location, such as Boulder or Boulder County?
No, you may request to use school/volunteer leave at any location within reason. If you're traveling to another part of the state for a documented volunteer activity, your supervisor may approve up to 16 hours of school/volunteer leave for that purpose.
<table>
<thead>
<tr>
<th>Purpose/Type of Leave</th>
<th>Discretionary/ Mandatory</th>
<th>Benefit</th>
<th>Eligibility</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>As an incentive or supplement for extraordinary or exemplary performance to an employee.</td>
<td>Discretionary</td>
<td>No limit.</td>
<td>Classified employees.</td>
<td>An employee does an outstanding job implementing a new project.</td>
</tr>
<tr>
<td>For periods of investigation into an employee's conduct.</td>
<td>Discretionary</td>
<td>No limit.</td>
<td>Classified employees, for reasons determined to be for the good of the state.</td>
<td>Attendance at a meeting to provide information regarding allegations of sexual harassment.</td>
</tr>
<tr>
<td>To take courses directly related to work.</td>
<td>Discretionary</td>
<td>No limit.</td>
<td>Classified employees, for reasons determined to be for the good of the state.</td>
<td>Participation in campus training courses and seminars, e.g. Fundamentals of Supervision or Boulder Campus Perspective.</td>
</tr>
<tr>
<td>To participate in tests and interviews for state positions.</td>
<td>Discretionary</td>
<td>No limit.</td>
<td>Classified employees.</td>
<td>Participation in an exam process. Interview for transfer to another department or agency. Can also apply to interviews for unclassified positions.</td>
</tr>
<tr>
<td>To participate in school or community volunteer activities.</td>
<td>Discretionary</td>
<td>Up to 16 hours per employee, per fiscal year.</td>
<td>Classified employees.</td>
<td>Attendance at parent/teacher conferences. Volunteer work for Habitat for Humanity.</td>
</tr>
<tr>
<td>To participate in official activities as elected officers of employee organizations.</td>
<td>Discretionary</td>
<td>No limit.</td>
<td>Officers of employee organizations such as CAPE and AFSCME.</td>
<td>Attendance at annual CAPE meeting. Appointing authorities may grant administrative leave to classified employees for participation in Staff Council activities.</td>
</tr>
<tr>
<td>To respond to local emergencies.</td>
<td>Discretionary</td>
<td>Up to 5 days per fiscal year.</td>
<td>Classified employees who are certified disaster service volunteers of the American Red Cross.</td>
<td>Limon tornado, Fort Collins flood.</td>
</tr>
<tr>
<td>To respond to national emergencies.</td>
<td>Discretionary</td>
<td>Up to 15 days per fiscal year.</td>
<td>Classified employees who are certified disaster service volunteers of the American Red Cross.</td>
<td>Oklahoma-Kansas tornadoes, Hurricane Floyd.</td>
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Faculty/Staff Tuition Waiver Form

Complete the following form to begin registration. A separate form must be presented for each term. Present the form no sooner than 60 days before the first day of class. Return the original form, signed by your supervisor, to the Bursar’s Office Student Billing Department, attention Faculty/Staff Benefit Coordinator.

Date / Employee ID / Employee Student ID Number

Last Name / M.I. / First Name

Job Title: ________________________________

Employee E-mail: ________________________

Dept.: ________________________________ Dept. Address/Campus Box: ______________________

Intended job relevant course(s) ________________________________

Indicate Percentage of Full-time Appointment:

- O 01-16% Eligible for 1 credit hour
- O 34-50% Eligible for 3 credit hours
- O 17-33% Eligible for 2 credit hours
- O 51-66% Eligible for 4 credit hours
- O 67-99% Eligible for 5 credit hours
- O 100% Eligible for 6 credit hours

Campus: O UCB  O UCD  O UCHS  O UCCS

Term: O Spring  O Fall  O Summer Term M  O Summer Term A, C, or D  O Summer Term B

STUDENT STATUS  DEGREE STATUS  APPLICATION

New Student (has not taken university classes)  Degree-seeking  Admissions Application

Continuing Student (has taken classes but not in the previous term)  Degree-seeking  Re-admit Application

Current Continuing Student  Degree and Nondegree  Tuition Waiver Form Only

The State of Colorado Fiscal Rule 2-8-04 allows the University of Colorado to participate in a tuition benefit program for permanent, full-time employees of the university. Eligible employees can waive up to six credit hours per academic year depending on their full-time employee status. Status will be verified on PeopleSoft through this office. An academic year begins with the summer term. Only courses that benefit the state and enhance the employee’s performance can be approved.

SUPERVISOR: In order for employee to receive the tuition benefit, the course(s) must be job related or career enhancing. Your signature certifies compliance with this requirement.

Employee’s Supervisor (please print): ________________________________

Supervisor Signature: ________________________________ Date: ________________________________

FOR OFFICE USE ONLY

Sent to Admissions: ____________ Completed SIS: ____________ Sent to Registrars: ____________ Other: ____________

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