

University of Colorado Denver

Unused Leave Calculation Sheet for Officers, University Staff, and 12 month Faculty – EXHIBIT B

This form is completed by the department/unit to calculate unused and vacation leave balances for an officer, university staff, or faculty employee who is separating or retiring from the University.

Employee ID# _____	Employee Name _____ <small>LAST, First</small>		
Vacation Leave	Hours	Sick Leave	Hours
Vac. Lv. balance in HMC System: AS OF _____ (date)	_____	Sick Lv. balance in HCM System: AS OF _____ (date)	_____
Used vacation leave entered in CU Time has not processed for:	-	Used sick leave entered in CU Time has not processed for:	-
▪ Previous month: _____		▪ Previous month: _____	
▪ Current term month: _____		▪ Current term month: _____	
Vacation Leave balance accrued**:(Current term month)	+	Sick Leave balance accrued**: (Current term month)	+
_____		_____	
=		=	
A - Balance at Separation:	_____	A - Balance at Separation:	_____
B - *Max Vacation Leave allowed:	= 352	B - *Max sick allowed = Greater of 960 or ^(a) 5/1/01 Balance_____	= _____
Vacation Leave Payout Enter the lesser of line A or B	_____	C - Enter the lesser of line A or B	= _____
		Line C x .25 = sick balance pay-off	_____

OFFICERS, UNIVERSITY STAFF, and FACULTY LEAVE ACCRUAL AND PAYOUT GUIDE			
Vacation Leave (Accrual based on 100% FTE)		Sick Leave (Accrual based on 100% FTE)	
Max. Accrual	Payout*	Max. Accrual	Payout*
accrual of 14.67 hr/mo up to 44 days (352 hours)	Upon death, termination, or retirement, unused leave is paid out up to the maximum accrual rate.	accrual of 10 hr/mo with No limit.	Upon death, or if eligible to retire upon termination, ¼ of unused leave up to a maximum of ¼ of 120 days accrual. Payment may exceed this limit if employee has unused sick leave in excess of 120 days on May 1, 2001 ^(a) and this balance has been documented and approved on a University leave record form or equivalent approved form.
Over-accrued amounts are forfeited each 7/1 unless extraordinary circumstances arise. In extraordinary circumstances a supervisor may allow the employee to carry forward vacation accrual in excess of 44 days until 9/1 of the same year. An employee must be permitted to use vacation that is subject to forfeiture before 9/1.		^(a) If the documented unused sick leave balance on May 1, 2001 is in excess of 120 days, payment will be for ¼ of the May 1, 2001 balance or any unused portion of that balance at the time of separation. If the sick leave balance upon termination is less than the documented balance on May 1, 2001, payment shall be for ¼ of the lesser balance.	

**Use this formula to calculate vacation and sick leave accruals for mid-month separations:

$$\frac{\text{Hours worked (including paid leave) in month of separation}}{\text{Total number of work hours in month (14.67 annual; 10 sick/personal)}} \times \text{Employee's accrual rate} = \text{Leave accrued for separating month}$$

Attach this form to Exhibit C-Separation Pay Form