

UNIVERSITY OF COLORADO DENVER
HUMAN RESOURCES DEPARTMENT
LEAVE REQUEST AND APPROVAL FORM
FACULTY & EXEMPT PROFESSIONALS

EMPLOYEE'S NAME _____

DATE OF REQUEST _____

LEAVE REQUESTED _____

Beginning date/time Ending date/time Total in Hours

Reason for Leave _____

EMPLOYEE'S SIGNATURE _____

To Be Completed by Employee and Verified by Supervisor

Type of Leave (indicate number of hours by type: refer to leave definitions, if necessary)
Family Medical Leave

<input type="checkbox"/> Annual Leave (Vacation)	<input type="checkbox"/> FML-Annual*	<input type="checkbox"/> Military
<input type="checkbox"/> Sick	<input type="checkbox"/> FML-Sick*	<input type="checkbox"/> Leave Without Pay
<input type="checkbox"/> Family Sick*	<input type="checkbox"/> FML-Family Sick*	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Short Term Disability (Opt)	<input type="checkbox"/> FML-Leave Without Pay	<input type="checkbox"/> Short-Term Paid Administrative Leave
<input type="checkbox"/> Funeral	<input type="checkbox"/> FML-Workers' Comp.- Injury	<input type="checkbox"/> Extended Paid Administration Leave**
<input type="checkbox"/> Court/Jury	<input type="checkbox"/> FML-STD	

* Denotes approved leave hours will be deducted from employee's sick or vacation accrual; paid leave may be used only to the extent it is accrued.

** Requires advanced approval from the Chancellor

AUTHORIZED BY: _____
Signature/Title

DATE _____

NOTE: The leave definitions supplied in this document are general and apply to **most** situations. Depending on the situation, different forms of leave may be taken concurrently. Medical documentation **may** be required. All medical information documenting leave must be stored in a separation file other than the employee's personnel file. For more complete information regarding the various forms and your specific situation, please consult with your supervisor and/or the Leave Coordinator. For family/medical leave information, short term disability information, or for worker's compensation, contact extension 40150.

NOTE: The completed and approved form should be maintained in the department's file and copies provided to the employee.

LEAVE DEFINITIONS FOR UNCLASSIFIED ADMINISTRATORS

Accrual – Permanent and temporary full-time and part-time employees begin earning and accruing annual (vacation) leave from the first day on the job. Other types of leave are provided to exempt professionals; some of the other forms of leave may be deducted from the employee's accrued totals, such as family sick leave. The employee may use other forms of leave that will not be deducted from accrued leave totals, such as military leave, funeral leave, or court/jury leave. The various forms of leave have been organized into deductible and non-deductible in this form.

TYPES OF LEAVE DEDUCTIBLE FROM LEAVE ACCRUALS

Annual Leave –Exempt professionals on 12-month appointments receive 22 working days of paid annual leave per year. Exempt professionals on regular, part-time, twelve-month appointments earn vacation on a prorated basis.

Family/Medical Leave – Family/Medical Leave (FML) is a guaranteed period of time with job and benefits protection. It is not a new or a paid leave. The amount of paid leave during a FML situation is dependent on the amount of sick and vacation leave the individual has accrued. Any remaining time will be unpaid leave during the FML. Eligible exempt professionals are entitled to a total of 12 weeks (480 hours) of unpaid FML during a rolling 12-month period. This leave is measured backward from the date the employee uses any FML.

Sick Leave –Exempt professionals earn sick leave at the rate of 1-¼ days per month (15 days per year). There is no limit on how much sick leave an employee can accrue. To earn sick leave for a particular month, an employee must be working or on paid leave for at least 16 workdays of that month. Maternity leave with pay and without pay is available to permanent exempt professionals.

TYPES OF LEAVE NOT DEDUCTED FROM LEAVE ACCRUALS

Court/Jury Leave –Exempt professionals are granted jury leave with full pay for the period of jury duty. When an employee appears as a witness under subpoena or direction of proper authority, court leave is granted. Compensation received by employees for jury duty, or as a witness, with the exception of parking and other verified expenses, must be returned to the University.

Funeral Leave –Exempt Professionals may receive up to five paid working days (40 hours) of funeral leave to arrange for and attend the funeral of a member of the employee's or spouse's immediate family. An administrator may allow an employee up to five working days of funeral leave for other individuals not included in the University's definition of immediate family.

Leave Without Pay (LWOP) –Exempt professionals may be granted leave without pay for valid reasons for a period not to exceed twelve months. The employee's supervisor and the senior officer of the unit (i.e. Chancellor, President or Secretary to the Board or his/her designee) must approve such leave.

Military Training Leave – An employee who is a member of the National Guard or Reserve may attend the annual 15-day encampment and receive his/her regular University pay for the period.

Short-term Disability (Optional Coverage) –Exempt professionals with a University appointment of 50% or greater are eligible to elect this coverage. Short-term disability (STD) insurance begins on the 31st day of the employee's disability, or after all sick leave is exhausted, whichever is later.

Worker's Compensation/Injury Leave – Exempt professionals who suffer an injury or illness in the line of duty covered by workers' compensation are granted up to ninety (90) workdays of paid injury leave. These benefits replace the more limited coverage of workers' compensation insurance, which is waived by the employee during the ninety (90) days of injury leave. If an employee is unable to return to work after that time, he/she is eligible to take accrued vacation and sick leave with full pay in addition to workers' compensation.

Short Term Paid Administrative Leave – Supervisors of officers, exempt professionals and faculty may authorize short term paid administrative leave. This leave may not be granted in increments of not less than three (3) hours and a maximum of ten (10) days over a twelve (12) month period. Short term paid administrative leave is not an entitlement or benefit. Authorization rest within the sole discretion of their supervisors as exercised within the guidelines described in the Administrative Policy Statement Effective **1/23/2004**.

Extended Paid Administrative Leave – Is prohibited for officers, exempt professionals and twelve month faculty, except for disciplinary or investigative purposes. Extended paid administrative leave requires advanced approval from the Chancellor.