

# University of Colorado Denver | Anschutz Medical Campus

## Unused Leave Calculation Sheet for State Classified

Exhibit A

This form is completed by the department/unit to calculate unused and vacation leave balances for a classified employee who is separating or retiring from the University.

Employee ID# \_\_\_\_\_ Employee Name \_\_\_\_\_  
LAST, First

|  | <b>Vacation Leave</b> | <b>Hours</b> |  | <b>Sick Leave</b> | <b>Hours</b> |
|--|-----------------------|--------------|--|-------------------|--------------|
| Vac. Lv. balance in HCM System:<br>AS OF _____(date)   |                       |              | Sick Lv. balance in HCM System:<br>AS OF _____(date)   |                   |              |
| Used vacation leave entered in<br>CU Time has not processed for:<br>Previous month:<br>Current term month: | -                     |              | Used sick leave entered in CU<br>Time has not processed for:<br>Previous month:<br>Current term month: | -                 |              |
| Vacation leave balance<br>accrued**:(Current term month)   | +                     |              | Sick leave balance accrued**:<br>(Current term month)  | +                 |              |
| A - Balance at Separation:   | =                     |              | A - Balance at Separation:   | =                 |              |
| B - *Max vacation leave allowed:<br>LOS in HR _____ find Max below   | =                     |              | B - *Max sick leave allowed: 360<br>+ 6/30/88 bal _____  | =                 |              |
| Vacation Leave Payout<br>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  |                   |              |

| <b>CLASSIFIED STAFF LEAVE ACCRUAL AND PAYOUT GUIDE</b>  |                      |   |  |   |
|---|----------------------|---|--|---|
| <b>Vacation Leave (Accrual based on 100% FTE)</b>   |                      |   | <b>Sick Leave (Accrual based on 100% FTE)</b>  |   |
| <b>LOS /Yrs. Of Service*</b>  | <b>Max. Accrual*</b> | <b>Payout</b>   | <b>Max. Accrual*</b>   | <b>Payout</b>   |
| 1-36 (1 - 3 yrs)  | 8/mo<br>192 hrs.     | Upon death, termination or retirement, unused leave is paid out up to the maximum accrual rate. | Hired 7/1/88 or later, 360 hrs.  | Upon death, or if eligible to retire upon termination, ¼ of unused leave is paid out to the maximum accrual rate. |
| 37-60 (4 - 5 yrs)   | 9/mo<br>216 hrs.     |   | Hired before 7/1/88, individual amount equal to 6/30/88 amount + 360 hrs.  |   |
| 61-120 (6 – 10 yrs)   | 11/mo<br>264 hrs.    |   |  |   |
| 121-180 (11 – 15 yrs)   | 13/mo<br>312 hours   |   |  |   |
| 180+ (16 yrs & above)   | 16/mo<br>384 hrs.    |   |  |   |
| * Computed from 1 <sup>st</sup> calendar day of the month following hire unless employee began work on the 1 <sup>st</sup> working day (then that month).<br>* Over-accrued amounts are forfeited each 7/1. |                      |   | * Over-accrued sick leave up to 80 hrs. is converted to vacation leave each 7/1 on a 5:1 ratio (5 hrs of sick converts to 1 hr. vacation leave). |   |

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

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

(see above annual; 6.66 sick/personal)

**Attach this form to Exhibit C-Separation Pay Form**