

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

<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 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, % of unused leave is paid out to the maximum accrual rate.
37-60 (4 - 5 yrs)	9/mo 216 hrs.			
61-120 (6 - 10 yrs)	11/mo 264 hrs.		Hired before 7/1/88, individual amount equal to 6/30/88 amount + 360 hrs.	
121-180 (11 - 15 yrs)	13/mo 312 hrs.			
180+ (16 yrs & above)	16/mo 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). * 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**