

# University of Colorado Denver

## 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

	Hours		Hours
Vac. Lv. Balance in HR System: AS OF _____(date)	_____	Sick balance in HR System: AS OF _____(date)	_____
Used Vacation Leave expected during final month of employment plus any used vacation leave not reflected in HR System Balance:	-	Used sick leave expected during final month of employment plus any used sick leave not reflected in HR System Balance:	-
Vacation Leave balance accrued**:(Current term month)	+	Sick 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 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	_____

CLASSIFIED STAFF LEAVE ACCRUAL AND PAYOUT GUIDE				
Vacation Leave (Accrual based on 100% FTE)			Sick Leave (Accrual based on 100% FTE)	
LOS /Yrs. Of Service*	Max. Accrual*	Payout	Max. Accrual*	Payout
0-60 1 <sup>st</sup> through 5 <sup>th</sup>	8/mo 192 hrs.	Upon termination or death, unused leave paid out up to the maximum accrual rate.	Hired 7/1/88 or later, 360 hrs.	If eligible to retire upon termination, or death, 1/4 of unused leave paid out to the maximum accrual rate.
61-120 6 <sup>th</sup> through 10 <sup>th</sup>	10/mo 240 hrs.		Hired before 7/1/88, individual amount equal to 6/30/88 amount + 360 hrs.	
121-180 11 <sup>th</sup> through 15 <sup>th</sup>	12/mo 288 hrs.			
181+ 16 <sup>th</sup> and above	14/mo 336 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). <i>Total of 2 yrs accrual allowed</i>			* 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).	
* Over-accrued amounts are forfeited each 7/1.				

\*\*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; 6.667 sick/personal)

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