

CIRES

MyLeave Overview & Refresher

September 21



Cooperative Institute for Research in Environmental Sciences
UNIVERSITY OF COLORADO **BOULDER** and **NOAA**



Review Your Preferences

IMPORTANT: Preferences must be set ***BEFORE*** entering any leave requests. If your preferences are not set up correctly it may affect your pay.

- Select Leave/Record Time

- Preferences

- **Holiday Schedule:** “Federal Holiday Schedule” for NOAA, CU Boulder Holiday Schedule for campus located staff
- **Overtime/CompTime** section mark “Not Applicable”
- Enter you **Start Date for new hires, or the date of change to new position**
- **Weekly Schedule** select “Standard Week”

Setting Up Preferences

Preferences continued

- **Week Begin Day** is always “Sunday”
- Select every day of the week, including Saturday and Sunday
- Enter start and end times Monday through Friday to inform system of total hours in blocks to reduce

Default Work Days and Hours

Weekly Schedule:

Week Begin Day:

Day	Work Day	Start Time (Hrs)	Start Time (Mins)	Lunch Out (Hrs)	Lunch Out (Mins)	Lunch In (Hrs)	Lunch In (Mins)	End Time (Hrs)	End Time (Mins)	Work Hours in Day
Sunday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Monday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Tuesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Wednesday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Friday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00
Saturday	<input checked="" type="checkbox"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	0.00

Setting Up Preferences

Preferences continued

-Set **Email Preferences** (when do you want to be notified of approvals/entries if a supervisor)

*Supervisors decide what emails they get - not the employees

If you do not have Timesheet submit selected you will not see when your supervisee submits a timesheet.

*Leave Approve/Deny and Timesheet Approve/Deny are required all others are optional

Save and Return (you can edit these settings at any time)

Employee Responsibilities

- **Submit timesheets to supervisor by the 7th of the following month** *Even if no leave was taken*
- Select the correct Earnings Code in MyLeave for the type of leave taken

Leave Categories to Use Every Month

Vacation

- Submit with enough notice to be respectful of work deadlines
- Keep communication open on plans for significant leave
- Must be marked in MyLeave as Submit a Request and supervisor must approve before employee can submit monthly timesheet

Sick

- Use sick leave when you are sick
- Use sick leave if child, spouse, or parent is the one who is sick (*do not use Family Sick Leave – just Sick Leave*)
- Can be marked in MyLeave as “Mark as Taken” or “Submit a Request”
- No need for disclosure, however if illness is a chronic or serious health condition and/or is incapacitated for more than three days with continuing treatment may be a situation for Family Medical Leave

Leave categories to use in special circumstances

- **Jury Duty**
- **Funeral Leave (known as bereavement leave in leave policy, however, mark as funeral leave in MyLeave)**
- **Family Medical Leave Act (must apply for this leave)**
- **Paid Parental Leave (must apply for this leave)**

Categories not used even though listed in MyLeave in drop down box

- Additional Regular Hours
- Administrative COVID Pay (this type of leave has expired)
- Administrative Leave
- Family Sick Leave (use regular Sick Leave instead)
- Floating Holiday
- Holiday
- Leave Bank/Direct Award Usage
- On the Job Injury

Categories not used even though listed in MyLeave in drop down box - continued

- **Paid Emergency Sick Leave (Must apply for this leave)**
- **Paid Military Leave**
- **Regular Earnings Salary**
- **Staff Development**
- **Unpaid Other Current Month (may use this if directed by CIRES HR to use this designation)**

Other Important Details

- If you make a mistake on your report you can hit the button cancel/ rebuild and resubmit
- Once supervisor approves timesheet cancel/rebuild is no longer available, must notify CIRESHR@colorado.edu to make changes to timesheet
- Please note active timesheets are only for the current month. Once payroll has started processing you will not have access to the previous month's timesheet and will need to request a manual entry of any leave time. To do this, email cireshr@colorado.edu

Supervisor Responsibilities

- Review/approve leave requests entered by employees and be sure correct leave type is used (Vacation, Sick, Jury, Funeral, etc.)
- Setting up a proxy for when you are unavailable to approve leave for your employees (travel, vacation, etc.)
- Review and Approve Monthly Timesheets **by the 10th of the following month**, and again, check correct leave type is used by employee

Leave Certification

Each year, at the end of the fiscal year, per Board of Regents Policy 11-E, the University of Colorado asks employees who use My Leave to verify the accuracy of their sick and vacation leave in the employee portal. This helps ensure all employee's leave balances are accurate each year.

The fiscal year runs July 1st through June 30th, and the leave certification is usually done in August. Please note the leave certification link on the Employee Portal is only available during the leave certification period and once the leave certification period is over, the link is removed from the Employee Portal.

Leave Sweeps

- 352 hours is the maximum amount of vacation leave accrual allowed at end of the fiscal year, June 30th.
- Anything over the 352 hours as of June 30th will be swept in the annual leave sweep, no need to donate excess leave
- Leave sweeps are done in July of each year

Leave Sharing Program

A Leave Sharing Program is available to the University of Colorado, Boulder employees.

This program provides support of annual leave donated by employees for the benefit of eligible employees.

The maximum amount of time that can be awarded to employees is 520 hours per fiscal year.



Making a Donation to the Leave Sharing Program

- Any employee who would like to donate **vacation leave** to the Leave Sharing Program may do so at any time as long as they have enough vacation leave accrued to cover the amount of hours being donated.
- Excess hours over the 352 max that are swept in the annual leave sweep automatically go to the Leave Sharing Program and do not need to be donated by employee.
- Sick leave is not able to be donated.

Applying to the Leave Sharing Program for Leave Sharing Hours

- Employee must have a minimum of one year of service with CU
- Leave sharing hours may only be used once employee has exhausted all accrued sick and vacation leave
- An employee is eligible to apply to the Leave Sharing Program if the employee, or the employee's immediate family member, is experiencing a physical or mental illness or injury that either:
 - Poses a direct threat to life, or
 - Is catastrophic- meaning the illness or injury requires inpatient, outpatient, hospice or residential care and results in a period of incapacity (or anticipated incapacity for a period of 30 consecutive calendar days or more- and must be certified by a legally credentialed healthcare provider.

Family Medical Leave Act

The Family and Medical Leave Act is a federal employment law that requires eligible employers to provide eligible employees the right to take job-protected leave for qualifying family and medical reasons.

- FMLA leave runs concurrently with all forms of paid leave
- FMLA leave is unpaid if the employee does not have accrued paid leave available
- Health benefits continuation *Employee is responsible for continuing payment of benefit premiums
- Job restoration to the same or equivalent position at end of leave
- Employees cannot be penalized for FMLA leave taken in performance conversations
- **To be eligible for FMLA, an employee must have 12 months of service and 1,250 hours worked in previous 12 months**

Qualifying Conditions and Events for FMLA

- **Employee's own serious health condition**
- **Birth and care of newborn child**
- **Placement and care of a child from foster care or adoption**
- **Care for a spouse, civil union partner, domestic partner, child, or parent with a serious health condition**
- **Qualifying exigency (when a parent, child, spouse, civil union partner, or domestic partner is called for active military duty)**
- **Care for a spouse, parent, or child who is a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness**

Parental Leave

Parental leave grants eligible employees leave to provide care for an employee's child within 12 months of the birth, adoption, foster care placement or guardianship of the child.

In order to qualify for parental leave, an employee must meet the following eligibility requirements:

- A regular 12-month faculty member, university staff or classified staff member is eligible for paid parental leave if the employee has worked for 12 consecutive months in a 50% or greater regular appointment at the university immediately prior to the date of birth, adoption, foster care placement or guardianship of a child.
- A regular 12-month faculty member, university staff or classified staff member must have a regular appointment of 50% or greater on the date of birth, adoption, foster care placement or guardianship of a child to be eligible for paid parental leave.

Parental Leave, continued

University Staff and Research Faculty employees are:

- a. Eligible for up to six months of unpaid parental leave
- b. Of the six months available, employees may be eligible for up to 240 hours of paid parental leave, prorated based on the employee's percent of time
- c. Structure of leave is based on supervisor discretion

**If you have any questions on FMLA or Parental Leave, or
to see if you are eligible and apply for either FMLA
and/or Parental Leave, please contact
CIRESHR@colorado.edu**



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Frequently Asked Questions

How far in advance do you submit leave requests?

Please submit leave requests as soon as you know you are taking time off and submit with enough notice to be respectful of work deadlines

Can I take more than one type of leave in a day?

Yes, you may take more than one type of leave in a day

Why do I have to submit a leave request if it is after-the-fact reporting?

Vacation leave will only allow you to select Submit a Request whereas sick leave can be Mark as Taken or you can Submit a Request.

Do I need to select family friendly sick leave for sick kids/spouse care?

If you are using sick leave when your child, spouse, or parent is sick, please use the sick leave option.