

# Understanding Leave Types

Leave Type	Description	Am I Eligible?	SAP A/A Codes	What you need to Know
Administrative	Paid Leave granted by an Appointing Authority to relieve an Employee of official State duties for the good of the state. This leave is not accrued.	- All Employees	- 170P Administrative Leave - 182P Military Administrative - 195P FML – Administrative	<ul style="list-style-type: none"> <li>You must have prior approval from Appointing Authority prior to using.</li> <li>For, Military Admin leave you must provide proof of military pay and allowances</li> <li>For FML Admin Leave, you must be designated for FML</li> </ul>
Alternate Holiday	<p>If you work on a state holiday or are scheduled off on the same day as a state holiday, you are given up to 8 hours of holiday leave to use in the future.</p> <p>All alternate holiday leave should be taken within the same fiscal year it is earned and cannot be used prior to the holiday occurring.</p>	- Permanent full-time - Winter Permanent Part Time	- 141P Holiday Alternate - 198P FML- Holiday Alt	<p><b>If you are normally scheduled off for the holiday</b></p> <ol style="list-style-type: none"> <li>8 hours of Alternate holiday leave is created automatically by SAP</li> <li>Employee obtains prior approval to take leave after the holiday occurs and prior to the end of the fiscal year</li> <li>Employee codes 141P to use the leave</li> <li>Supervisor approves leave</li> </ol> <p><b>Employee works on the holiday</b></p> <ol style="list-style-type: none"> <li>Employee obtains approval to work holiday</li> <li>Employee codes the working time to 061N or 061P for the hours worked on the holiday on the timesheet</li> <li>Supervisor approves time worked on the holiday</li> <li>SAP automatically creates Alternate Holiday leave bank</li> <li>Employee obtains prior approval to take leave after the holiday occurs and prior to the end of the fiscal year</li> <li>Employee codes 141P to use the leave</li> <li>Supervisor approves leave</li> </ol>
Annual	Used for your personal needs. It should be requested in advance and is subject to approval.	- Permanent full-time - Winter	- 130P Annual Leave - 191P FML – Annual Leave	<p>You must have approval from supervisor prior to using.</p> <p>Any Annual leave over the maximum balance allowed as of the end of the fiscal year (June 30) is forfeited.</p>

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	<p>It is accrued on the last day of each month and is based on your years of permanent state service. It may only be used any time AFTER it is earned.</p> <p>If you were hired mid-month hires or are a part time employee, or use leave without pay used during the month your leave may be prorated.</p>	Permanent Part Time - Part-time (prorated)		<p><b>Annual Leave Accruals (years of service)</b></p> <ul style="list-style-type: none"> <li>• 1-5 years (8 hrs/mo – 192 hours max)</li> <li>• 6-10 years (10 hrs/mo – 240 hours max)</li> <li>• 11-15 years (12 hrs/mo – 288 hours max)</li> <li>• 16+ years (14 hrs/mo – 336 hours max)</li> </ul>
Bereavement	<p>Up to 40 hours of paid leave for the death of a family member.</p> <p>Amount of leave approved is dependent on your relationship to the deceased and the distance and required mode of transportation.</p> <p>This is not an accrued leave.</p>	- Permanent full-time - Winter Permanent Part Time - Permanent Part-time (pro-rated)	- 150P Bereavement Leave - 193P FML- Bereavement	<p>Your Supervisor approves leave in SAP once authorized by Appointing Authority</p> <p>Appointing Authority may require verification</p>
Compensatory Time off	<p>Compensatory time off is time off during regularly scheduled work hours in lieu of a cash payment for overtime worked by <b>non-exempt</b> employees.</p> <p>Compensatory leave is earned at a rate of 1.5 hours for every 1 hour worked. It can be used for an employee's personal needs and requires prior approval.</p> <p><b><i>If you are in Maintenance or Tunnel</i></b></p> <p>Comp time Worked: 16 hours maximum per fiscal year</p>	<p><b>Non-exempt only:</b></p> - Permanent full-time - Winter Permanent Part Time - Permanent Part-time	- 110P Use Comp Time - 199P FML-Use Comp Time	<ol style="list-style-type: none"> <li>1. You and the Appointing Authority signs comp time agreement and submits to HR</li> <li>2. HR enters eligibility to earn comp time</li> <li>3. You must request prior approval to earn and use comp time</li> <li>4. Enter the 031N or 031P on your timesheet</li> <li>5. Your Supervisor approves comp time worked</li> <li>6. SAP automatically converts 1 hour worked to 1.5 hours leave</li> <li>7. You must request approval to take leave after your comp time is earned</li> <li>8. Enter 130P to use the leave on your timesheet</li> <li>9. Your Supervisor approves leave</li> </ol>

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	<p>Comp time Earned (leave): 24 hours maximum per fiscal year (16 x 1.5 = 24)</p> <p>Comp time should be used prior to the end of the fiscal year: June 30th.</p> <p>Any comp time hours remaining at the end of the current fiscal year will be paid to the employee at his or her hourly rate through normal payroll processing.</p> <p><b>If you are in Engineering, Mtc Support, Project Support, Program Support</b></p> <p>Comp time Worked: 40 hours maximum at any given time</p> <p>Comp time Earned (leave): 60 hours maximum at any given time (40 x 1.5 = 60)</p> <p>An employee is not allowed at any time to carry a comp time balance which exceeds 60 hours.</p> <p>Any compensatory hours remaining at the end of the current fiscal year will be carried over into the next fiscal year.</p>			
Exempt Time Off	Time off granted when an <b>Exempt employee</b> has worked significant additional hours for an extended period of time.	<b>Exempt:</b> - Permanent full-time	- 111P Exempt Hours	<ol style="list-style-type: none"> <li>1. You and Appointing Authority signs CDOT Form #1220 and submits to HR</li> <li>2. HR enters eligibility to use exempt time off</li> <li>3. You must obtain prior approval to use exempt time off</li> <li>4. Enter time as (111P) on your time sheet</li> </ol>

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	<p>The Appointing Authority determines the amount of exempt time off that is granted.</p> <p>Leave granted must be used by the following dates or it is forfeited. Leave will not be paid out.</p> <p>Engineers: March 31 Maintenance: October 31 All other Employees: June 30</p> <p>Leave can be used for an employee's personal needs and requires prior approval</p> <p>This leave is not accrued and there is no leave bank to track the balance.</p>	<ul style="list-style-type: none"> <li>- Winter Permanent Part Time</li> <li>- Part-time</li> </ul>		<ol style="list-style-type: none"> <li>5. The Appointing Authority approves exempt time off</li> <li>6. You and your Supervisor manually track hours used</li> </ol>
Family Medical Leave (FML)	<p>Family Medical Leave provides you with up to 520 hour per 12 month period of unpaid job protection for qualifying events. You must use FML for all qualifying events.</p> <p>Qualifying events include serious health condition, care of a sick family member, addition of a child, non-medical active military duty when an eligible family member is called to service in a foreign country, and military caregiver leave.</p> <p>You are required to use the appropriate sick, annual, or other leave simultaneously with the unpaid job</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Permanent Part-time (prorated)</li> <li>- Temporary</li> </ul>	<ul style="list-style-type: none"> <li>- 189P FML Leave Grant</li> <li>- 190P FML-Sick Leave</li> <li>- 191P FML Annual Leave</li> <li>- 193P FML Bereavement Leave</li> <li>- 194P FML Jury Leave</li> <li>- 195P FML Administrative leave</li> </ul>	<ol style="list-style-type: none"> <li>1. Employee is out sick for more than 3 consecutive days or identifies need for Family Medical Leave</li> <li>2. Employee or Supervisor contacts FML Liaison to initiate the approval process</li> <li>3. FML Liaison provides leave information and paperwork to employee</li> <li>4. Employee provides required documents</li> <li>5. Appointing Authority approves (designates) the use of FML</li> </ol> <ol style="list-style-type: none"> <li>1. FML workbench is created by FML Liaison for eligible period</li> <li>2. You enter FML leave types on your timesheet to record leave time taken</li> <li>3. Supervisor approves leave</li> </ol>

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	<p>protection of FML. If an employee exhausts all paid leave while on FML, job protection continues for the duration of the authorized FML leave even though the employee is on unpaid leave.</p> <p>FML must be certified and designated by your Appointing Authority it can be entered on the timesheet.</p>		<ul style="list-style-type: none"> <li>- 196P FML Military Leave Paid</li> <li>- 197U FML Unpaid Leave</li> <li>- 198P FML Holiday Alt</li> <li>- 199P FML Use Comp Time</li> <li>- 201U Make Whole Unpaid Leave</li> <li>- 212P FML Injury Leave</li> <li>- 253P FML SL Military Caregiver</li> <li>- 254P FML AL Military Caregiver</li> <li>- 255U FML UL Military Caregiver</li> </ul>	
Injury / Make Whole	<p>Occurs if you suffer an injury/illness that is compensable under the Workers' Compensation Act may be granted paid injury leave (up to 90 occurrences).</p> <p>After you have exhausted all Injury leave, and if you are still unable to work, then Make-Whole Unpaid leave is used in conjunction with available leaves.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Permanent Part-time</li> </ul>	<ul style="list-style-type: none"> <li>- 210P Injury Leave Paid</li> <li>- 212P FML- Injury Leave</li> <li>- 201U Make Whole-Unpaid</li> <li>- 202U FML- Make Whole-Unpaid</li> </ul>	<ol style="list-style-type: none"> <li>1. You must notify your supervisor of an injury</li> <li>2. Your Supervisor submits First Report of Injury to Risk Management (Contact Risk Management for detailed process)</li> <li>3. You and your Supervisor will receive a letter indicating period of approved injury leave or make whole</li> <li>4. Your timesheet is completed in accordance to approval letters</li> <li>5. Your Supervisor approves your time</li> </ol>

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	CDOT Risk Management provides an approval letter to you and your supervisor indicating the approved Injury leave and use of Make Whole.			
Jury	Paid leave if you are summoned to or are required to serve jury duty. Temporary employees are limited to 3 days.	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Permanent Part-time</li> <li>- Temporary</li> </ul>	<ul style="list-style-type: none"> <li>- 160P Jury Leave</li> <li>- 194P FML – Jury Leave</li> </ul>	<ul style="list-style-type: none"> <li>- You must provide your supervisor with copy of the jury summons</li> </ul>
Leave Grant	<p>The Leave Grant program awards leave to a qualifying employee experiencing an unforeseeable life-altering event beyond the control of an employee, either personally or for an immediate family member, in order to provide some income protection when the employee would be absent from work.</p> <p>You must apply and be approved for Leave Grant program prior to using leave.</p> <p>You must have at least one-year state service and all other applicable leave must be exhausted.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Permanent Part-time</li> </ul>	<ul style="list-style-type: none"> <li>- 131P Leave Grant</li> <li>- 183P Military Leave Grant</li> <li>- 189P FML – Leave Grant</li> </ul>	<ol style="list-style-type: none"> <li>1. You must submit an application for the Leave Grant Program</li> <li>2. Once you are approved, HR creates the Leave Grant bank for the approved number of hours and time period</li> <li>3. Leave Grant is entered on your timesheet for absences related to the approved event</li> <li>4. Your Supervisor approves the leave</li> </ol>

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Leave Without Pay	<p>Any leave that is not paid by CDOT. All applicable paid leave must be exhausted before you can use unpaid leave.</p> <p>Unpaid leave must be approved by the Appointing Authority. The appointing authority may also place an employee on leave without pay for unauthorized absences and may consider corrective and/or disciplinary action</p> <p>Employees paid Biweekly do not use Leave Without Pay on the timesheet.</p>	- Permanent full-time	<p><i>All Absence types with "U"</i></p> <ul style="list-style-type: none"> <li>- 181U Military Unpaid Leave</li> <li>- 197U FML – Unpaid Leave</li> <li>- 201U Make Whole – Unpaid Leave</li> <li>- 202U FML – Make Whole- Unpaid</li> <li>- 220U Leave Without Pay</li> <li>- 230U Victim Protect Unpaid</li> <li>- 255U FML-UL Military Caregiver</li> </ul>	<ol style="list-style-type: none"> <li>1. Employee exhausts all eligible paid leave</li> <li>2. The ENTIRE timesheet for the month, including all unpaid leave, paid leave, and working time is entered, released, and approved on the timesheet by the <b>15<sup>th</sup></b> of the month</li> <li>3. If unpaid leave is approved after the 15<sup>th</sup> of the month, the timekeeper contacts payroll and advises there in unpaid leave on the timesheet</li> </ol>
Military	<p>This leave is used if you are in the National Guard or military reserves to attend annual encampment or equivalent training.</p> <p>You are granted up to 120 hours (15 days) of paid leave per fiscal year. Once the paid military leave is exhausted, you can choose to use unpaid military leave prior to exhausting all Annual Leave.</p> <p>It cannot be used for regular obligations such as training.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time*</li> <li>- Permanent Part-time</li> <li>- Winter Permanent Part Time</li> </ul> <p><i>*Unpaid Leave only applies to Permanent</i></p>	<ul style="list-style-type: none"> <li>- 180P – Military 15 Days Paid/Year</li> <li>- 181U – Military leave Unpaid</li> <li>- 182P – Military-Admin</li> <li>- 183P – Military Leave Grant</li> </ul>	<ol style="list-style-type: none"> <li>1. Fax your Drill orders to 303 757 9081 to create the leave quota up to 120 hours. For Administrative leave, fax proof gross military pay.</li> <li>2. Human Resources creates Military quota bank.</li> <li>3. Make arrangements regarding state benefits <ol style="list-style-type: none"> <li>a. Use annual leave to pay the premiums</li> <li>b. send in a check each month to prepay the benefits for up to six (6) months</li> <li>c. Cancel the benefits by submitting the applicable forms.</li> </ol> </li> <li>4. Enter and release paid military leave on your timesheet</li> <li>5. Your Supervisor approves absences</li> </ol>

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		<i>Full time employees</i>		
Parental Academic	<p>Unpaid, job protected leave of up to 18 hours per academic year for parents or legal guardians to participate in academic related activities.</p> <p>Activities are limited to parent-teacher conferences or meetings related to special education services, response to intervention, dropout prevention, attendance, truancy, and disciplinary issues Employee must request annual, comp-time, alternate holiday, or unpaid leave to attend the activity.</p> <p>Paid Administrative leave cannot be used to compensate for the activity.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> </ul> <p><b>Prorated for</b></p> <ul style="list-style-type: none"> <li>- Permanent Part-time</li> </ul>	<ul style="list-style-type: none"> <li>- 1109 in Receiving Functional Area (RecFuncAr) column</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>- A/A Type for Annual (130P), Comp-time (110P), Alternate Holiday(141P), or Unpaid leave (220U)</li> </ul>	<ol style="list-style-type: none"> <li>1. You must request the leave and provide documentation from the school or teacher that includes the nature of the meeting, date, time, and duration</li> <li>2. Enters and releases leave on timesheet using receiving functional area 1109</li> </ol>
Short Term Disability	<p>This leave is available to you if you have an illness or injury requiring a continuous period of absence with an uncertain return to work date, or that limits them to working 32 hours or less per week</p> <p>Short-term disability may provide both a salary and job protection benefit. You must apply for short-term disability through UNUM.</p>	<p><b>Employees with at least 1 year permanent state service</b></p> <ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Permanent Part-time</li> </ul>	<p>30 Day waiting period – all applicable paid leave until exhausted, then leave without pay</p> <p>After the 30 day waiting period – Sick leave and then</p>	<ol style="list-style-type: none"> <li>1. Contact Shawn Eberly</li> <li>2. You must apply for Short Term disability</li> <li>3. Once approved, enter and release appropriate leave type on the timesheet</li> <li>4. If unpaid leave is being used, entire month is approved by the 15th</li> </ol>



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	Your sick leave and short-term disability runs concurrently all other types of leave.	- Winter Permanent Part Time	applicable leave without pay  Annual Leave does not have to be exhausted if it will negatively impact salary benefits	
Sick	<p>Paid leave used for health reasons, including diagnostic and preventative examinations, treatment, and recovery.</p> <p>Sick leave can be used for the your own health needs or the health needs of your minor child, adult child who is disabled, parent, or spouse.</p> <p>Sick Leave is accrued on the last day of each month based at a rate of 6.66 hours and may be used AFTER it is earned. It is prorated if you were a mid-month hire, part time employee, or if leave without pay used during the month.</p>	<p>- Permanent full-time</p> <p>- Winter Permanent Part Time</p> <p><b>Prorated for</b></p> <p>- Permanent Part-time</p>	<p>- 120P Sick Leave</p> <p>- 190P FML-Sick Leave</p>	<ul style="list-style-type: none"> <li>Any sick leave hours above 360 and not used by June 30th are converted to annual leave on a five-to-one leave basis.</li> <li>If you use sick leave is used for more than 3 consecutive days, then you MUST provide written documentation to the FML Liaison.</li> </ul>
Victim Protection (Unpaid)	<p>Unpaid leave granted for up to 24 hours per fiscal year for victims of stalking, sexual assault or domestic abuse or violence.</p> <p>Leave is available for seeking a restraining order or health care for the</p>	<b>Employees with at least 1 year permanent state service</b>	- 230U Victim Protection Unpaid	<ol style="list-style-type: none"> <li>Exhaust all annual and, if applicable, sick leave to receive the 24 hours of job protection</li> <li>Enter and release leave on timesheet</li> <li>Appointing authority approves leave. If unpaid leave is being used, entire month is approved by the 15<sup>th</sup>. Appropriate documentation can be requested by the Appointing Authority</li> </ol>

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	<p>employee or employee's children, securing or seeking safe housing, seeking legal assistance, and participating in legal matters.</p> <p>All information related to the leave shall be confidential and maintained in separate confidential files with limited access.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time Permanent</li> <li><b><i>Prorated for</i></b></li> <li>- Part-time</li> </ul>		
Volunteer	<p>Unpaid leave of up to 18 hours for you to participate in community volunteer activities.</p> <p>Unpaid, job protected leave of up to 18 hours per fiscal year for you to participate in community volunteer activities.</p> <p>Paid Administrative leave cannot be used to compensate for the activity.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li><b><i>Prorated for</i></b></li> <li>- Permanent Part-time</li> </ul>	<ul style="list-style-type: none"> <li>- 1108 in Receiving Functional Area (RecFuncAr) column</li> <li><b>AND</b></li> <li>- A/A Type for <i>Annual (130P), Comp-time (110P), Alternate Holiday(141P), or Unpaid leave (220U)</i></li> </ul>	<ol style="list-style-type: none"> <li>1. You must request the leave and provide documentation from the community organization that includes the nature of the event, date, time, and duration</li> <li>2. Enters the leave on your timesheet using receiving functional area 1109</li> </ol>