Understanding Leave Types

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| **Leave Type** | **What is it** | **Who is Eligible** | **SAP A/A Codes** | **Who Can Approve** | **Next steps / How** |
| Administrative | Paid Leave approved by Appointing Authority to relieve an Employee of official State duties to participate activities benefiting the State | * Full-time * Winter PPT * Permanent * Part-time * Temporary | * 1760P | Appointing Authority | Approved by Appointing Authority before it appears on Timesheet for Supervisors approval of leave |
| Alt Holiday | A quota of 8 hours for time for coding time worked to their timesheet on a designated holiday or when a holiday occurs on a scheduled day off. | * Full-time * Winter PPT | **Create Quota**   * 0161N – N Time Worked Alt Holiday * 0161P - P Time Worked Alt Holiday   **Use Quota**   * 141P Holiday Alternate | Supervisor | * Created by SAP on a scheduled day off * Created by employee A/A Type 0161N or 0161P for holiday worked * Employee uses A/A Type 141P to use quota |
| Annual | Paid time off for an employee absence approved by the supervisor. It is accrued based on years of service of the employee and may be used the month it is earned. | * Full-time * Winter PPT   Permanent  **Prorated for**   * Part-time | * 130P Annual Leave | Supervisor | **Accrual of Leave (years of service)**   * 1-5 (12 days/year – 24 days max) * 1-5 (15 days/year – 30 days max) * 1-5 (18 days/year – 36 days max) * 16+ (21 days/year – 42 days max) |
| Bereavement | Up to 40 hours of paid leave for the death of a family member of other person | * Full-time * Winter PPT * Permanent   Part-time | * 150P Bereavement Leave | Appointing Authority | Approved by Appointing Authority before it can be used and for Supervisors to approve |
| Compensation | Compensatory time is not leave, but a form of compensation. Compensatory time off is time off during regularly scheduled work hours in lieu of a cash payment for overtime worked by non-exempt employees. | **Non-exempt:**   * Full-time * Winter PPT * Permanent   Part-time | * 110P Use Comp Time | Appointing Authority | Approved by Appointing Authority before it can be used and for Supervisors to approve |
| Exempt Time Off | Time off when a Exempt employee has worked significant additional hours for an extended period of time. | **Exempt:**   * Full-time * Winter PPT * Part-time | * 111P Exempt Hours | Appointing Authority | * Approved by Appointing Authority before it can be used and for Supervisors to approve * Requires a agreement CDOT form 1220 |
| FML | Family Medical Leave provides up to 520 hour per fiscal year of unpaid job protection for qualifying events such as serious health condition, care of a sick family member, non-medical active military need when an eligible family member is called to service in a foreign country, military caregiver leave and addition of a child through adoption, birth or foster care | * Full-time * Winter PPT   Permanent  **Prorated for**   * Part-time | * 189P FML Leave Grant * 190P FML-Sick Leave * 191P FML Annual Leave * 193P FML Bereavement Leave * 194P FML Jury Leave * 195P FML Administrative leave * 196P FML Military Leave Paid * 197U FML Unpaid Leave * 198P FML Holiday Alt * 199P FML Use Comp Time * 201U Make Whole Unpaid Leave * 212P FML Injury Leave * 253P FML SL Military Caregiver * 254P FML AL Military Caregiver * 255U FML UL Military Caregiver | Appointing Authority / FML Liaison | * Work with the FML Liaison / Appointing Authority once notified by Employee * Approved by Appointing Authority before it appears on Timesheet for Supervisors approval * Work with FML Liaison towards end of 520 hours |
| Injury / Make Whole | Paid leave that can be granted to an employee who suffers an injury that is compensable under workers compensation | * Full-time * Winter PPT * Permanent * Part-time | * 210P Injury Leave Paid | CDOT Risk Management | * If approved Risk Management allows 90 occurrences with pay * Letter is sent to you letting you know about approval |
| Jury | Paid leave for temporary and permanent employees summoned to or required to serve jury duty | * Full-time * Winter PPT * Permanent * Part-time   **3 day limit for:**   * Temporary | * 160P Jury Leave | Supervisor | * Employee must provide supervisor with copy of jury summons |
| Leave Grant | The Leave Grant Program provides a vehicle to award 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 | * Full-time * Winter PPT * Permanent * Part-time | * 131P Leave Grant | Appointing Authority | * All other applicable leave must be used * Employee must have one year of State Service * Must be experiencing an unforeseeable life altering event |
| Military | Paid leave for employees of the National Guard of Military reserves for up to 120 hours of paid leave per fiscal year and 120 hours of unpaid leave to attend annual encampment or equivalent training | * Full-time * Winter PPT * Permanent * Part-time | * 180P – Military 15 Days Paid/Year * 181U – Military leave Unpaid * 182P – Military-Admin * 183P – Military Leave Grant | Human Resources | * Drill orders faxed to 303 757 9081 to create the leave quota up to 120 hours * Unpaid leave requires all applicable leave to be exhausted |
| Parental Academic | Unpaid leave of up to 18 hours for parents or legal guardians to participate in academic related leave. Employee must request annual, comp-time, alternate holiday, or unpaid leave to attend the activity | * Full-time * Winter PPT   Permanent  **Prorated for**   * Part-time | * 1108 in Function Area field ***and*** * A/AType for *Annual, Comp-time, Alternate Holiday, or Unpaid leave* | Appointing Authority | * All other applicable leave must be used * Coded using 1109 with A/A Type * Administrative (A/A Type 1760P) cannot be used   **Deny for:**   * Greater than 18 hours * Causes a safety hazard or halt service or production of work unit * Does not meet the criteria of Parental leave |
| Sick | Paid leave for a health reasons, including diagnostic and preventative examinations, treatment, recovery or for the care of a qualifying dependent | * Full-time * Winter PPT   Permanent  **Prorated for**  Part-time | 120P Sick Leave | Supervisor | * Employee must submit Colorado Medical Certification Form for three consecutive sick days   Accrual rate (10 days/year – 45 days max) |
| Victim Protection | Unpaid leave granted for up to 24 hours per fiscal year for victims of stalking, sexual assault or domestic abuse or violence | * Full-time * Winter PPT   Permanent  **Prorated for**   * Part-time | * EE uses annual or sick leave * Once annual and sick are exhausted A/A Type 230U Victim Protection Unpd is entered | Appointing Authority | * An employee must have one year of state service to be eligible **and** * Exhausted all annual and if applicable, sick leave to receive the 24 hours of job protection |
| Volunteer | Unpaid leave of up to 18 hours for an Employee to participate in community volunteer activities. | * Full-time * Winter PPT   Permanent  **Prorated for**   * Part-time | * 1108 in Function Area field ***and*** * A/AType for *Annual, Comp-time, Alternate Holiday, or Unpaid leave* | Appointing Authority | * Requires all applicable sick leave to be exhausted * Coded using 1108 with A/A Type * Administrative (A/A Type 1760P) cannot be used   **Deigned for**   * Greater than 18 hours * Causes a safety hazard or halt service or production of work unit * Does not meet the criteria of Parental leave |