

# Understanding Leave Types

Leave Type	Description	Eligible Employees	SAP A/A Codes	Who Can Approve?	Next steps / How to use	Policy/ Resources
Administrative	<p>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.</p> <p>Military Admin leave is restricted to use to make up the difference between an employee's base salary and total gross military pay. It can only be applied during the initial call up to active military service in the war against terrorism or other military operations. It does not apply to regular military obligations such as annual encampment or training</p>	- All Employees	<ul style="list-style-type: none"> <li>- 170P Administrative Leave</li> <li>- 182P Military Administrative</li> <li>- 195P FML – Administrative</li> </ul>	Must be approved by the Appointing Authority or Appointee	<p>Must have prior approval from Appointing Authority prior to using.</p> <p>For, Military Admin leave employee must provide proof of military pay and allowances</p> <p>For FML Admin Leave, employee must be designated for FML</p>	PD 1204.2
Alternate Holiday	<p>If an employee works on a state holiday or is scheduled off on the same day as a state holiday, the employee is 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>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> </ul>	<ul style="list-style-type: none"> <li>- 141P Holiday Alternate</li> <li>- 198P FML- Holiday Alt</li> </ul>	Supervisor	<p><i>Employee is normally scheduled off for the holiday</i></p> <ol style="list-style-type: none"> <li>1. 8 hours of Alternate holiday leave is created automatically by SAP</li> <li>2. Employee obtains prior approval to take leave after the holiday occurs and prior to the end of the fiscal year</li> <li>3. Employee codes 141P to use the leave</li> <li>4. Supervisor approves leave</li> </ol> <p><i>Employee works on the holiday</i></p> <ol style="list-style-type: none"> <li>1. Employee obtains approval to work holiday</li> </ol>	

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					<ol style="list-style-type: none"> <li>2. Employee codes the working time to 061N or 061P for the hours worked on the holiday on the timesheet</li> <li>3. Supervisor approves time worked on the holiday</li> <li>4. SAP automatically creates Alternate Holiday leave bank</li> <li>5. Employee obtains prior approval to take leave after the holiday occurs and prior to the end of the fiscal year</li> <li>6. Employee codes 141P to use the leave</li> <li>5. Supervisor approves leave</li> </ol>	
Annual	<p>Used for an employee’s personal needs. It should be requested in advance and is subject to approval.</p> <p>It is accrued on the last day of each month based on the employee’s years of permanent state service and may be used any time AFTER it is earned.</p> <p>Annual Leave is prorated for mid-month hires and separations, part time employees, and leave without pay used during the month.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Part-time (prorated)</li> </ul>	<ul style="list-style-type: none"> <li>- 130P Annual Leave</li> <li>- 191P FML – Annual Leave</li> </ul>	Supervisor	<p>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) will be forfeited.</p> <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>	PD 1204.2

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Bereavement	<p>Up to 40 hours of paid leave for the death of a family member of other person.</p> <p>Amount of leave approved is dependent on the relationship of employee to the deceased and the distance and required mode of transportation.</p> <p>This is not an accrued leave.</p>	<ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Permanent Part-time (pro-rated)</li> </ul>	<ul style="list-style-type: none"> <li>- 150P Bereavement Leave</li> <li>- 193P FML- Bereavement</li> </ul>	Appointing Authority	<p>Supervisor approves leave in SAP once authorized by Appointing Authority</p> <p>Appointing Authority may require verification of the death</p>	PD 1204.2
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 non-exempt 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>Personnel Subarea: Maintenance, Tunnel</p> <p>Comp time Worked: 16 hours maximum per fiscal year</p> <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>Non-exempt only:</b></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>- 110P Use Comp Time</li> <li>- 199P FML-Use Comp Time</li> </ul>	Supervisor	<ol style="list-style-type: none"> <li>1. Employee and Appointing Authority signs comp time agreement and submits to HR</li> <li>2. HR enters eligibility to earn comp time</li> <li>3. Employee obtains prior approval to earn and use comp time</li> <li>4. Employee codes the eligible working time to 031N or 031P on the timesheet</li> <li>5. Supervisor approves comp time worked</li> <li>6. SAP automatically converts 1 hour worked to 1.5 hours leave</li> <li>7. Employee obtains prior approval to take leave after the comp time is earned</li> <li>8. Employee codes 130P to use the leave</li> <li>9. Supervisor approves leave</li> </ol>	

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	<p>Personnel Subarea: Engineering, Mtc Support, Project Support, Program Support</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	<p>Time off granted when an Exempt employee has worked significant additional hours for an extended period of time.</p> <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><b>Exempt:</b></p> <ul style="list-style-type: none"> <li>- Permanent full-time</li> <li>- Winter Permanent Part Time</li> <li>- Part-time</li> </ul>	- 111P Exempt Hours	Appointing Authority	<ol style="list-style-type: none"> <li>1. Employee 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. Employee obtains prior approval to use exempt time off</li> <li>4. Employee codes the exempt time off (111P) on the time sheet</li> <li>5. Appointing Authority approves exempt time off</li> <li>6. Supervisor and employee manually track hours used.</li> </ol>	

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	This leave is not accrued and there is no leave bank to track the balance.					
Family Medical Leave (FML)	<p>Family Medical Leave provides up to 520 hour per 12 month period of unpaid job protection for qualifying events. Employees must use FML for all qualifying events.</p> <p>Qualified 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>Employees are required to use the appropriate sick, annual, or other leave simultaneously with the unpaid job 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 the Appointing Authority before the leave can be entered on the timesheet.</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> <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> </ul>	Supervisor approves leave in SAP once FML is designated by the Appointing Authority	<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> <li>6. FML workbench is created by FML Liaison for eligible period</li> <li>7. FML leave types are entered on the timesheet to record leave time taken</li> <li>8. Supervisor approves leave</li> </ol>	

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			- 255U FML UL Military Caregiver			
Injury / Make Whole	<p>Eligible employees who 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 the employee has exhausted all Injury leave, and he/she is still unable to work, then Make-Whole Unpaid leave is used in conjunction with available leaves.</p> <p>CDOT Risk Management provides an approval letter to the supervisor and employee, indicating the approved Injury leave and use of Make Whole. Injury leave and Make whole should not be approved prior to receiving an approval letter from Risk Management</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>	Supervisor approves leave once CDOT Risk Management authorizes the use of Injury Leave	<ol style="list-style-type: none"> <li>1. Employee notifies supervisor of injury</li> <li>2. Supervisor submits First Report of Injury to Risk Management (Contact Risk Management for detailed process)</li> <li>3. Employee and Supervisor receives letter indicating period for approved injury leave or make whole</li> <li>4. Change employee work schedule if employee is not on a Monday-Friday 8 hour day schedule</li> <li>5. Timesheet is completed in accordance to approval letters</li> <li>6. Supervisor approves time</li> </ol>	<p>PD 89.0</p> <p><a href="http://intranet.dot.state.co.us/business/risk-management/workers-compensation">http://intranet.dot.state.co.us/business/risk-management/workers-compensation</a></p>
Jury	Paid leave for employees summoned to or 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>	Supervisor	- Employee must provide supervisor with copy of jury summons	PD 1204.2
Leave Grant	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	<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>	Supervisor once employee approved by Executive Director or designee	<ol style="list-style-type: none"> <li>1. Employee submits application for Leave Grant Program</li> <li>2. Once employee is approved, HR creates Leave Grant bank for the approved number of hours and time period</li> </ol>	PD 1204.1

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	<p>protection when the employee would be absent from work.</p> <p>Employee must apply and be approved for Leave Grant program prior to using leave.</p> <p>Employee must have at least one-year state service and all other applicable leave must be exhausted.</p>				<ol style="list-style-type: none"> <li>Leave Grant is entered on the timesheet for absences related to the approved event</li> <li>Supervisor approves leave</li> </ol>	
Leave Without Pay	<p>Any leave that is not paid to the employee by CDOT. All applicable paid leave must be exhausted before an employee 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>	Appointing Authority or designee	<ol style="list-style-type: none"> <li>Employee exhausts all eligible paid leave</li> <li>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>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>	<i>PD 1204.2</i>
Military	Leave for employees in the National Guard or military reserves to attend annual encampment or equivalent training.	<ul style="list-style-type: none"> <li>- Permanent full-time*</li> <li>- Permanent Part-time</li> </ul>	<ul style="list-style-type: none"> <li>- 180P – Military 15 Days Paid/Year</li> <li>- 181U – Military leave Unpaid</li> </ul>	Supervisor (once quota bank created)	<ol style="list-style-type: none"> <li>Fax Drill orders to 303 757 9081 to create the leave quota up to 120 hours. For Administrative leave, fax proof gross military pay.</li> </ol>	<a href="http://intranet.dot.state.co.us/employees/time-and-">http://intranet.dot.state.co.us/employees/time-and-</a>

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	<p>Employee is granted up to 120 hours (15 days) of paid leave per fiscal year. Once the paid military leave is exhausted, the employee can choose to use unpaid military leave prior to exhausting all Annual Leave.</p> <p>Administrative Military Leave allows the use of 90 calendar days of administrative leave to make up the difference between an employee's base salary and total gross military pay when an employee is called to active duty in the war against terrorism. It cannot be used for regular obligations such as training.</p>	<p>- Winter Permanent Part Time</p> <p><i>*Unpaid Leave only applies to Permanent Full time employees</i></p>	<p>- 182P – Military-Admin - 183P – Military Leave Grant</p>	<p>Administrative leave must be approved by the Appointing Authority</p>	<ol style="list-style-type: none"> <li>2. Human Resources creates Military quota bank.</li> <li>3. Employee 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 timesheet</li> <li>5. Supervisor approves absences</li> </ol>	<p><i>leave/TimeLeave Docs/military-leave-process</i></p> <p><b>Benefits –</b> <i>Shawn Eberley</i> <a href="http://intranet.dot.state.co.us/employees/benefits/benefits-and-military-leave">http://intranet.dot.state.co.us/employees/benefits/benefits-and-military-leave</a></p>
<p>Parental Academic</p>	<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</p> <p>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>	<p>- Permanent full-time - Winter Permanent Part Time <b>Prorated for</b> - Permanent Part-time</p>	<p>- 1109 in Receiving Functional Area (RecFuncAr) column <b>AND</b> - A/A Type for Annual (130P), Comp-time (110P), Alternate Holiday(141P), or Unpaid leave (220U)</p>	<p>Supervisor  Appointing Authority for Unpaid leave</p>	<ol style="list-style-type: none"> <li>1. Employee requests leave and provides documentation from the school or teacher that includes the nature of the meeting, date, time, and duration</li> <li>2. Employee enters and releases leave on timesheet using receiving functional area 1109</li> <li>3. Supervisor approves leave unless:               <ol style="list-style-type: none"> <li>a. Employee has exceeded the 18 hours in an academic year</li> <li>b. Employee's absence would cause a safety hazard or halt the service or production of the work unit</li> <li>c. Activity does not meet the criteria for parental academic leave</li> </ol> </li> </ol>	<p><i>PD 1204.2</i></p>



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Short Term Disability	<p>Leave available to employees with 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. Employees must apply for short-term disability through UNUM.</p> <p>Employee must exhaust all sick leave and short-term disability runs concurrently all other types of leave</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> <li>- Winter 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 applicable leave without pay</p> <p>Annual Leave does not have to be exhausted if it will negatively impact salary benefits</p>	<p>Supervisor</p> <p>Unpaid Leave – Appointing Authority or designee</p>	<ol style="list-style-type: none"> <li>1. Contact Shawn Eberly</li> <li>2. Employee applies for Short Term disability</li> <li>3. Once employee is approved, enter and release appropriate leave type on the timesheet</li> <li>4. Leave is approved. If unpaid leave is being used, entire month is approved by the 15th</li> </ol>	<p><b>General Information</b>  <a href="http://intranet.dot.state.co.us/employees/time-and-leave/short-term-disability">http://intranet.dot.state.co.us/employees/time-and-leave/short-term-disability</a></p> <p><a href="http://intranet.dot.state.co.us/employees/employees/benefits">http://intranet.dot.state.co.us/employees/employees/benefits</a></p> <p><b>FAQs</b>  <a href="http://intranet.dot.state.co.us/employees/howdo-i/STD-FAQs">http://intranet.dot.state.co.us/employees/howdo-i/STD-FAQs</a></p>
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 employee’s own health needs or the health needs of the employee’s 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 for mid-month hires and</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>- 120P Sick Leave</li> <li>- 190P FML-Sick Leave</li> </ul>	<p>Supervisor</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 sick leave is used for more than 3 consecutive days, the employee MUST provide written documentation and the FML Liaison must be notified.</li> </ul>	<p><a href="http://intranet.dot.state.co.us/employees/time-and-leave/TimeLeaveDocs/Sick">http://intranet.dot.state.co.us/employees/time-and-leave/TimeLeaveDocs/Sick</a></p>

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	separations, part time employees, and leave without pay used during the month.					
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 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>	<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>- Winter Permanent Part Time Permanent</li> </ul> <p><b>Prorated for</b></p> <ul style="list-style-type: none"> <li>- Part-time</li> </ul>	- 230U Victim Protection Unpaid	Appointing Authority	<ol style="list-style-type: none"> <li>1. Exhaust all annual and, if applicable, sick leave to receive the 24 hours of job protection</li> <li>2. Enter and release leave on timesheet</li> <li>3. 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>	PD 1204.2
Volunteer	<p>Unpaid leave of up to 18 hours for an Employee to participate in community volunteer activities.</p> <p>Unpaid, job protected leave of up to 18 hours per fiscal year for an employee 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> </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>- 1108 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>	<p>Supervisor</p> <p>Appointing Authority for Unpaid leave</p>	<ol style="list-style-type: none"> <li>1. Employee requests leave and provides documentation from the community organization that includes the nature of the event, date, time, and duration</li> <li>2. Employee enters and releases leave on timesheet using receiving functional area 1109</li> <li>3. Supervisor approves leave unless: <ol style="list-style-type: none"> <li>a. Employee has exceeded the 18 hours in an fiscal year</li> <li>b. Employee's absence would cause a safety hazard or halt the service or production of the work unit</li> </ol> </li> </ol>	PD 1204.2

