

HR Tip: Use Your Vacation Leave or Donate It

Important: Unused Vacation Hours Will Be Swept After June 30, 2026

As the end of the university's fiscal year approaches (which runs from July 1 to June 30), now is a good time to **check your vacation leave balance** and make a plan to use your hours.

If you have more leave than the allowed limit (more information on this below), those extra hours will be removed automatically in July.

Who This Affects

University Staff and 12-Month Faculty:

You may carry up to **352 hours** of vacation leave (which is equal to 44 days).

Classified Staff:

Your carryover limit depends on how many years you have worked.

You can check the limits on the [University of Colorado vacation and sick leave policy webpage](#) (link opens in new tab).

Any vacation hours above the limit will be removed after June 30, 2026.

Sick leave

University Staff and 12-month Faculty can carry an unlimited number of sick leave hours from year-to-year. Classified employees' sick balances over the maximum accrual will be swept, per state rule 5-7. More information regarding Classified employee leave can be found here:

<https://www.cu.edu/employee-services/classified-staff-leave-policies-0>

How to Check Your Vacation Leave Balance

1. Go to the [CU Employee Portal website](#) (link opens in new tab).
2. Sign in with your university credentials.
3. Select “**My Leave**” under CU Resources.
4. Your vacation leave balance is listed on the main page.

If you have trouble accessing the portal or understanding your balance, please contact SEHD Human Resources. Contact information is at the bottom of this message.

Can't Use All Your Time? Consider Donating It

If you will not be able to use all of your vacation leave, you may be able to **donate it** to another employee who is experiencing a serious personal or family medical emergency.

To learn more, visit the [CU Denver Leave Sharing Program webpage](#) (link opens in new tab).

Other Types of Leave to Plan Ahead

You may also have other paid time off options, such as:

- Floating holiday
- University holidays

If you haven't already taken your Floating Holiday for fiscal year 2025, we encourage you schedule that day between now and June 30th. To log the floating holiday, please use the earnings code Floating Holiday (FLH).

The holiday calendar varies from year to year. You may wish to review the updated list of holidays for our campus, here: [CU Denver holiday schedules](#)

Need Help? Contact SEHD Human Resources

For questions or support, please contact us:

Email: sehdhr@ucdenver.edu

Tags: Compensation, Leave, Leave Sweep, MyLeave