

Part 4 – Leaves

For employees in the Division of Academic Affairs, 1.0 FTE when used in this section shall be interpreted to be equivalent to 1.2 FTE and all fractions shall be likewise prorated. "Required work days" shall mean those days when an employee is required to be working as well as days when an employee is on an authorized leave of a type which allows accrual of additional leave credits.

2-2-401 Vacation Leave.

2-2-401(1) Definitions.

- (a) Full time, with respect to an administrative/professional exempt staff employee, shall mean an employee who is employed in a position that has been designated for budgetary purposes by the University as one (1.0) full-time equivalent (FTE).
- (b) Part time, with respect to an administrative/professional exempt staff employee, shall mean an employee who is employed in a position that has been designated for budgetary purposes by the University as less than one (1.0) full-time equivalent (FTE).

2-2-401(2) Accrual. Full-time administrative/professional exempt staff shall accrue sixteen (16) work hours of vacation leave every calendar month of employment. Leave shall not be accrued during any work days not worked in a month except for periods on approved short-term disability, vacation, holidays, or other leave under the terms of which it is expressly provided that vacation leave may be accrued during its duration. Abatement of accrual during non-accrual leaves shall be on a percentage basis where the percentage of days abated is equal to the number of required work days/hours which the employee did not work in the calendar month divided by the total number of required work days/hours in the calendar month. Unless otherwise restricted, part-time administrative/professional exempt staff employees shall accrue a percentage of the sixteen (16) work hours of vacation leave every calendar month of employment which a full-time administrative/professional exempt staff employee could earn under this policy during the same period. The percentage used to calculate part-time staff accrual

shall be equal to the value determined by dividing the full-time equivalency designated for the position by one (1.0) full-time equivalent (FTE). Full-time administrative/professional exempt staff employees other than faculty in administrative positions may accrue and accumulate a maximum of 384 hours of vacation leave. Unless otherwise restricted, part-time administrative/professional exempt staff employees may accrue and accumulate at any point in time, vacation leave equivalent to the maximum vacation leave which they could accrue under this policy during a two-year period based upon the full-time equivalency designation of their position at the time of accumulation determination.

2-2-401(3) Use. Vacation leave may only be used at times approved in advance by the employee's supervisor based upon the supervisor's consideration of the operational needs of the University. All employees must, however, be provided reasonable opportunity to use all vacation leave accrued during the year of accrual. Employees may, at the discretion of the University, be required to use accrued and unused vacation leave prior to severance. Records of employee use of vacation leave shall be on forms authorized by the University and shall be submitted to Human Resources on June 30 and December 30, or the last scheduled workday prior to those dates. Vacation leave shall be debited on a per hour basis. Definite term employees (other than faculty in administrative positions) shall be entitled to receive compensation for any accrued and unused vacation leave at the time of severance up to a maximum of 288 hours of vacation leave, except for severance for just cause. An employee may be required to use accrued and unused vacation leave prior to severance, at the discretion of the University.

2-2-401(3)(a) Leave Benefits for Special Conditions. Librarians serving in non-classified positions in the University Libraries are entitled to accrue and use vacation leave according to all provisions of 2-2-301(2). Those administrators identified as faculty in administrative positions shall not receive payment for accrued and unused vacation leave.

2-2-402 Short-Term Disability (Sick) Leave.

2-2-402(1) Definitions.

- (a) Full time, with respect to an administrative/professional staff employee, shall mean an employee who is employed in a position that has been designated for budgetary purposes by the University as one (1.0) full-time equivalent (FTE).
- (b) Short-term disability shall mean any condition, whether physical or mental,

including conditions arising from pregnancy or childbirth which disables an employee from performing the duties assigned their position in the position description or by the supervisor or which imposes a risk of infection to other employees. The determination that a short-term disability exists shall be made by the University. The University reserves the right to require an employee to submit to an examination by a qualified health care professional of its choice for the purpose of assisting in the determination that a short-term disability exists.

- (c) Part time, with respect to an administrative/professional staff employee, shall mean an employee who is employed in a position that has been designated for budgetary purposes by the University as less than one (1.0) full-time equivalent (FTE).

2-2-402(2) Accrual Rates. Full-time administrative/professional exempt staff employee shall be entitled to a maximum of ninety (90) days of fully compensated leave for short-term disability each fiscal year. Short-term disability leave may not be accumulated and transferred from one fiscal year to the next. Unless otherwise restricted part-time administrative/professional exempt staff employees shall be entitled to a pro-ration of the short-term disability leave time allowed for full-time administrative/professional exempt staff employees based upon a percentage determined by dividing the full-time equivalency designated for the position by one (1.0) full-time equivalent (FTE).

2-2-402(3) Certification. The University reserves the right to require a written certification from a qualified health care professional satisfactory to the University that an employee does not have a short-term disability prior to an employee returning to work from a short-term disability leave.

2-2-402(4) Use. An employee may not use short-term disability leave without prior supervisory approval. Said approval may be obtained by telephone. Records of employee use of short-term disability leave shall be on forms authorized by the University and shall be submitted to Human Resources on June 30 and December 30, or the last scheduled work day prior to those dates. Employee use of short-term disability shall be debited against their fiscal year allowance. Employees shall not be paid or otherwise credited for unused short-term disability leave. Short-term disability leave entitlement will be proratably abated for any employee during any period of unauthorized absence or suspension.

2-2-403 Civil Duty Leave.

Any employee who is validly subpoenaed or summoned to involuntarily appear **or** serve as a juror in a judicial forum or compelled to appear before a judicial, legislative or administrative body with civil power to compel attendance during regularly scheduled work hours, shall be entitled to receive leave with pay for a period of time necessary for such appearance if the appearance may not be reasonably accommodated by rescheduling the employee's work hours, as determined by the University. Any compensation received for the appearance, other than travel and meal allowances, shall be reported to the University and deducted from any salary paid by the University for such civil leave. Civil leave shall not be granted for appearances as an expert witness for a party to litigation. Civil leave must be approved in advance in writing by the employee's supervisor.

2-2-404 Holiday Leave.

Full-time employees shall be compensated for all holidays designated by the President that fall on regularly scheduled work days of the employee, provided that the employee has worked or been on approved leave for the required workday of the employee prior to the holiday and works or is on approved leave the first required workday for the employee after the holiday. Unless otherwise restricted, part-time employees are provided a pro-rate allocation of compensated holiday leave under the same conditions as full-time employees. The proration shall be based upon the percentage of one FTE assigned to the part-time employee's position.

2-2-405 Military Training Leave.

Upon presenting proper military orders, an employee who is a member of the National Guard or military reserve shall be granted military training leave for the annual encampment or equivalent reserve training period. Of this amount of time, a maximum of fifteen (15) workdays in any calendar year shall be military training leave with pay and shall not be charged as any part of vacation or compensatory leave. Military training leave shall commence the first working day the employee is on military training leave from their job and terminates on the last calendar day he is in a military training status, as evidenced by military order covering the leave period, or on the 15th day, whichever occurs first.

2-2-406 Military Leave.

Upon presenting proper military orders, an employee who enters active military service, including active service for training purposes, with the armed forces of the United States or other branch of service in the national defense, shall be granted military leave without pay. Military leave without pay shall be granted for the entire

period of initial service plus any period of additional service imposed by law, plus one year thereafter. An employee who fails to return at the end of this period shall be deemed to have resigned. An employee who is separated from military service prior to expiration of the period of initial service plus any period of additional service imposed by law shall be granted one year from date of honorable separation in which to return to State service before being deemed to have resigned. Any employee who is inducted into the Armed Forces of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service and who leaves a position (other than a temporary position) with the University in order to perform such training and service, and

- (1) receives a certificate of satisfactory completion of military service and;
- (2) makes application for re-employment with the University within ninety (90) calendar days after such employee is relieved from such training and service or from hospitalization continuing after discharge for a period of not more than one year, such employee shall:
 - (a) if still qualified to perform the duties of the position left, be restored to such position or to a position of like seniority, status, and pay; or
 - (b) if not qualified to perform the duties of such position, by reason of disability sustained during such service, but if qualified to perform the duties of any other position in the employ of the University, be offered employment and, if such employee so requests, be employed by the University in such other position the duties of which such employee is qualified to perform as will provide such employee like seniority, status, and pay, or the nearest approximation thereof consistent with the circumstances in each employee's case. The foregoing entitlements shall be allowed to each qualified employee provided that the University's circumstances have not so changed as to make it impossible or unreasonable to do so. Employees who are restored to employment at the University in accordance with the provisions of this section shall be considered as having been on leave of absence during such period of training and service in the Armed Forces and shall be re-employed without loss of seniority, shall be entitled to participate in insurance or other benefits offered by the University pursuant to established rules and practices that were in effect with the University at the time the employee was inducted into the Armed Forces. Such employee shall not be discharged from the position in which they are re-employed, except for cause for a period of one calendar year after the effective date of re-employment.

2-2-407 Leaves of Absence.

2-2-407(1) Leave with Compensation.

2-2-407(1)(a) Definition. For purpose of this section, "employee" shall be defined as an administrative/professional exempt staff employee serving on a definite term contract.

2-2-407(1)(b) Purpose. The purpose of leaves with compensation shall be to allow employees to engage in activities other than their contracted duties and responsibilities, which serve to further the knowledge, skills, credentials, or reputation of the employee to the benefit of the University.

2-2-407(1)(c) Eligibility. Leaves with compensation shall be available to any employee upon approval of the BOT after recommendation of the President, the jurisdictional vice president, and the employee's immediate supervisor. Employees shall not accrue a right to a leave with compensation by reason of longevity or the nature of the leave activity proposed. The approval of a leave shall be subject to the discretion of the BOT.

2-2-407(1)(d) Terms. Leaves with compensation granted for a period of thirty (30) calendar days or less during a fiscal year shall not impose any return service obligations. They shall be considered as time worked for all purposes including, but not limited to, the accrual of sick leave, vacation leave, salary increases, credited service accrual under the University's retirement program unless otherwise provided by the BOT at the time of leave approval. Compensated leaves in excess of thirty (30) calendar days during the fiscal years shall obligate the recipient to immediately return to provide service to the University, in a position of like status as that held at the time the leave began, for a period equal to twice the length of the leave period, or reimburse the University for the total amount of salary, the dollar value of benefits, and any additional payments received to support the leave or leave activities from the University, within ninety (90) calendar days of the date of completion of the leave or default in return service obligation. If an employee satisfies only a portion of the return service obligation, the amount of repayment obligation shall be prorated by multiplying the total amount of compensation, and dollar value of benefits and other support received during the leave period, by a percentage equal to the amount of return service obligation fulfilled; divided by the entire period of return service obligation. Employees granted leaves with compensation for periods in excess of thirty (30) calendar days during a fiscal

year shall not accrue vacation leave or sick leave during the leave period. Such employees shall be credited service for purposes of the University's retirement program and shall receive time in service credits for any other purposes unless otherwise provided by the BOT at the time of leave approval. Activities conducted by employees on leave with compensation shall not be considered as services performed in the course and scope of their employment with the University nor shall the University be liable for injuries received or expenses incurred by the employee during the course of conduct of the leave activities unless otherwise provided by the BOT at the time of leave approval.

2-2-407(1)(e) Compensation. Employees who are granted leaves with compensation shall be compensated as follows:

- (1) salary shall be paid during leave period at a rate equal to one-half of the employee's last approved salary and;
- (2) employee shall receive all employer paid fringe benefits to which employee was entitled under the terms of the employee's contract with the University at the time the leave began. These compensation arrangements may be modified by agreement of the employee and the University, provided such agreement is reduced to writing and signed by an authorized officer of the BOT or the President of the University.

2-2-407(1)(f) Procedure. Employees desiring to obtain approval of a leave with compensation shall submit a request in writing to their immediate supervisor, setting forth in detail the purpose for which the leave is requested, and the anticipated benefits to be accrued by the University if the leave is approved. The immediate supervisor shall review the leave request and submit it with a recommendation to the jurisdictional vice president who shall, in turn, review the request and submit it with a recommendation to the President. If the President determines to recommend approval of the leave, the request and the President's recommendation shall be transmitted to the BOT for consideration. If the leave is approved, the recipient shall be obligated to sign a contract setting forth the terms and conditions of the leave and the repayment or return service obligation. The contract must be executed and returned to the University within twenty (20) calendar days of presentation or prior to the commencement of the leave period, whichever is sooner in time.

2-2-407(2) Leave without compensation.

2-2-407(2)(a) Definition. For the purpose of this section "employee" shall be

defined as an administrative/professional exempt staff employee serving on a definite term contract.

2-2-407(2)(b) Purpose. Leaves without compensation may be granted by the Board of Trustees to an employee for any reason which it deems good and sufficient.

2-2-407(2)(c) Duration. Leaves of absence without compensation may be granted for any period of time, provided they shall not be granted for increments extending beyond the end of the fiscal year. Such leaves shall not obligate the recipient to return of service obligations unless otherwise provided by the Board of Trustees at the time the leave is granted.

2-2-407(2)(d) Terms and Conditions. Employees on leave of absence without compensation shall not be accorded credit for years of service for any purpose nor shall they accrue sick leave or vacation leave unless otherwise provided by the BOT at the time the leave is granted. Recipients of such leaves may purchase continued health, life, dental, and accident coverages, and may purchase credited service under the University's retirement program to the extent that such opportunity is provided to the employee under the laws or contracts governing such benefits. Activities conducted by employees on leave without compensation shall not be considered as services performed in the course and scope of their employment with the University, nor shall the University be liable for injuries received or expenses incurred by the employee during the course of conduct of the leave activities unless otherwise provided by the BOT at the time of leave approval.

2-2-407(3) Maternity Leaves. Maternity leave as used in this section is defined as that period of time in which an individual is unable to perform the duties of their position directly due to the birth of a child, medical complications of pregnancy, or medical complications of childbirth. The University treats complications of pregnancy, childbirth, false pregnancy, terminations of pregnancy, and recovery therefrom as a temporary disability for all job related purposes. The Administration requires no arbitrary date of commencement nor termination of maternity leave. The leave shall commence when the staff member is physically unable to perform the duties of their assigned position and shall terminate when they are physically able to return to those duties. The University reserves the right to require a qualified professional's statement to support the individual's request for specific beginning and ending dates of maternity leave. In addition, the University reserves the right to request a second qualified professional opinion. If a second opinion is requested, it shall be made by a qualified professional designated by the University

and paid by the University. In case of disagreement, the ultimate decision regarding length of maternity leave shall rest with the administration. Upon return from maternity leave, the individual's position, title, and salary shall be the same as if the individual had not been on leave, subject to existing University policies, regulations, and procedures. Accrued sick leave and accrued vacation leave benefits (where applicable) shall be used for maternity leave. Requests for maternity leave shall be directed to the individual's supervisor and to the appropriate dean or vice president. The University requests that notice regarding maternity leave be given with ample time to allow planning for replacements and all other arrangements necessary for the continuation of the duties of the individuals who will be on leave. Requests for extended leave beyond necessary durations or after exhaustion of accrued sick or vacation leave, not directly relating to physical inability to perform the duties of a position due to birth of a child, medical complications of pregnancy, or medical complications of childbirth may be granted as leave without pay.

2-2-407(4) Parental Leave Policy. Any full-time University faculty or exempt employee who becomes the primary caretaker of a child under the age of six, whether through birth or adoption, shall, upon request, be granted leave subject to the following conditions:

- (a) In the case of a birth parent, written notification containing a specific request for parental leave shall be given the University employee's immediate supervisor at least ninety (90) calendar days prior to the anticipated birth of the child. Should birth occur more than ninety (90) calendar days in advance of the anticipated birth of the child, parental leave may be requested immediately.
- (b) In instances of adoptive custody of a child, written notification shall be given the employee's immediate supervisor when the adoption home study or custody home evaluation has been completed and approved. This notification must contain a specific request for parental leave. In cases of private adoptive custody placement, such notification must be given the employee's immediate supervisor as soon as such placement has been authorized by the affected parties or their legal representatives.
- (c) Leave for one person designated as the primary caretaker (for purpose of this document, "primary caretaker" shall refer to the individual (s) identified by the family as most responsible for fulfilling significant nurturing needs of the child, but only one University employee within a family may be the primary caretaker at a given time) will commence at the time of birth or adoptive custody and continue for sixty (60) continuous

days. These days shall be taken first from the employee's accrued sick leave and, if necessary, from accrued vacation leave. If adequate accrued sick/vacation days are not available, the remaining days shall be unpaid leave. Should a woman who gave birth be on maternity leave from the University, they shall be considered the primary caretaker, at least during the time of their maternity leave.

- (I) Should additional leave be required, the primary caretaker may be granted unpaid leave as provided for in Leaves Without Pay. Written requests for such leave shall be submitted to the employee's immediate supervisor within thirty (30) calendar days of the time the child enters the home. In considering such leave requests, the age/special needs of the child and the requirement(s) of the adoptive agency (if applicable) shall be taken into consideration by the administration.
- (II) Upon return from parental leave, the individual's position, title, and salary shall be the same as if the individual had not been on leave, subject to existing University policies, regulations, and procedures.

2-2-407(5) Family and Medical Leaves of Absence. In addition and/or supplemental to other leaves established by the University which are available to employees for the purposes of attending to family and medical concerns, the University has established the following leave in accordance with the Family and Medical Leave Act of 1993, as amended. In the event of an inconsistency between the requirements of that Act and this policy, this policy shall be construed to comport with the requirements of the Act.

2-2-407(5)(a) Definitions. For purposes of this policy, the following words and terms shall have the meanings prescribed:

- (I) "Employee" shall mean all employees of the University.
- (II) "Eligible employee" shall mean an employee who meets the following leave requirements.
 - (A) has been employed by the University for at least 13 months; and
 - (B) has been engaged in no less than 1,250 hours of work for the University during the year immediately preceding the initial date of the requested leave and;
 - (C) has not exhausted their right to leave under this policy during the year immediately preceding the initial date of the requested leave and;

- (D) "Son or daughter" shall mean a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability and;
- (E) "Parent" shall mean the biological parent of an employee or an individual who stood *in loco parentis* to an employee when the employee was a son or daughter and;
- (F) "Serious health condition" shall mean an illness, injury, impairment, or physical or mental condition that involves the following:
 - (III) inpatient care in a hospital, hospice, or residential medical care facility; or
 - (IV) continuing treatment by a health care provider.
- (V) "Health care provider" shall mean the following:
 - (A) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or
 - (B) any other person determined by the Secretary of the U.S. Department of Labor to be capable of providing health care services.
- (VII) "Spouse" shall mean a husband or wife, as recognized by the laws of the State of Colorado, as the case may be.
- (VIII) "Week" shall mean seven consecutive calendar days.
- (IX) "Year" shall mean three hundred sixty-five consecutive calendar days.

2-2-407(6) Eligibility and Duration. Eligible employees shall be entitled to receive a family and/or medical unpaid leave of absence for up to twelve weeks per year for any of the following purposes:

- (a) because of the birth of a son or daughter of the eligible employee and in order to care for such son or daughter.
- (b) because of the placement of a son or daughter with the employee of adoption or foster care.
- (c) in order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son daughter, or parent has a serious health condition.

- (d) because for the leave purposes described above in (i) and (ii), shall expire at the end of the year beginning on the date of the birth or placement of the son or daughter.

2-2-407(7) Intermittent or Partial Leave. Leaves taken for the purposes described above in (i) and (ii) shall not be taken on an intermittent or partial day basis unless approved by the Director of Human Resources. Subject to the provisions of this policy, an employee may take leave for the purposes described above in (iii) and (iv); on an intermittent or partial day basis without a reduction in the total leave eligibility beyond the amount of leave actually taken. Accounting for the intermittent or partial leave shall be in accordance with rules prescribed by Human Resources. An eligible employee may take any leave available under subdivisions (iii) and (iv) of section above, that is foreseeable based on planned medical treatment, on an intermittent or partial day basis subject to the right of the University to transfer the employee temporarily to an available alternative position for which the employee is qualified, as determined by Human Resources, so long as the position has equivalent pay and benefits, and better accommodates recurring periods of leave than the regular employment position of the employee, as determined by the University.

2-2-407(8) Coordination with Other Leaves. Prior to taking any leave under this policy, employees shall be required to exhaust all other applicable or available accrued and unused leave benefits under paid leave policies of the University. The leave provided for in this policy is intended to represent a minimum aggregate amount of leave, and the use of other paid leave benefits shall not extend the length of the leave otherwise available hereunder.

2-2-407(9) Reinstatement. Employees taking authorized leave hereunder shall be entitled to return to work at the end of the authorized leave in the position held at the time of commencement of the leave or to a position with equivalent duties, pay, benefits, and other terms and conditions of employment, as determined by the University. Employment status and benefit rights shall not accrue during the period of the leave, provided, however, that rights or benefits earned prior to the leave shall not be affected. The University reserves the right to deny reinstatement to any employee who is among the highest paid ten percent of the employees of the University if such denial is necessary to prevent substantial and grievous economic injury to the operations of the University, provided the University shall notify the employee of such intent to deny reinstatement at the time the University determines that such injury would occur.

2-2-407(10) Certification of Eligibility. The University reserves the right to require

a completed certification by a health care provider to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent or to verify an employee's ability to return to work and resume the duties of the employee's position. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. In the case of certification for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated. In its discretion, the University may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the University, at its own expense, may require the binding opinion of a third health care provider, approved jointly by the University and the employee.

2-2-407(11) Reporting. The University reserves the right to require any employee utilizing the benefits of this leave policy to provide periodic written reports on the continuing status of the employee's eligibility to use the leave and/or the employee's intentions with respect to return to work.

2-2-407(12) Spousal Co-employment. Spouses who are both employed by the University are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth or adoption of a child or for the care of a sick parent.

2-2-407(13) Notice. When the need for leave is foreseeable, such as the birth of adoption of a child, or planned medical treatment, the employee must provide reasonable prior notice, and made efforts to schedule leave so as not to disrupt University operations.

2-2-407(14) Procedures. A request for leave hereunder must be originated in duplicate by the employee on a form provided by Human Resources. This form should be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals and forwarded to Human Resources. To the extent feasible, the form must be submitted thirty (30) days in advance of the initial date of the leave. All requests for family and medical leaves of absence due to illness must include the appropriate certification by a health care provider.

2-2-408 Employee and Dependent Tuition Grants.

2-2-408(1) Definitions. For the purpose of this section 2-2-408, the following

definitions shall apply:

- (a) "Academic Year" means the academic period that begins with the fall semester and includes the immediately succeeding interim term, spring semester, and summer term.
- (b) "Civil Union Partner" means, with respect to their relationship to an Employee, an individual who has entered into a relationship with an Employee that satisfies the requirements of a "civil union" under the Colorado Civil Union Act, C.R.S. Section 14-15-101 *et seq.*, or similar law of another state, which is evidenced by a state certificate.
- (c) "Dependent" means (i) an Employee's Spouse, Civil Union Partner, Domestic Partner, or (ii) a dependent child, as defined in 26 U.S.C. Section 152, of the Employee, Spouse, Civil Union Partner, or Domestic Partner who have not attained age twenty-five (25) prior to the beginning of the semester or term for which the Tuition Grant is requested.
- (d) "Domestic Partner" means, with respect to their relationship to an Employee, an individual, irrespective of gender who lives together with an Employee in a long-term relationship of indefinite duration with an exclusive mutual commitment in which the Employee and Domestic Partner agrees to be jointly responsible for the other's common welfare and to share financial obligations and who executes and submits an Affidavit of Domestic Partnership of UNC and a Certification of Tax-Qualified Dependents form (if applicable).
- (e) "Employee" means all faculty, professional administrative staff, and classified staff of the University of Northern Colorado, excluding graduate assistants, teaching assistants, temporary and other persons whose primary purpose at UNC is not employment.
- (f) "Full-time" means, with respect to employment, an assignment of 1.0 full-time equivalent (FTE).
- (g) "Spouse" means an individual to whom an Employee is lawfully married as defined in 26 C.F.R. Section 301.7701-18.
- (h) "Tuition Grant" means (i) with respect to an Employee, tuition and fees in the amount described in this Section 2-2-408(2) and (ii) with respect to a Dependent, tuition in the amount described in this Section 2-2-408(3). The University's Chief Academic Officer, in their sole discretion, may exclude from eligibility any University course(s) for which a Tuition Grant may be awarded under this Section 2-2-408(2) and/or (3).

2-2-408(2) Employee Tuition Grant.

(a) An Employee is eligible to receive for each Academic Year a non-transferable Tuition Grant in the amount of the in-state tuition and fees for purpose of enrolling in and attending courses at the University according to the schedule below.

Annualized Employment FTE	Credit Hours Available
.01 - .49	Not eligible
.50 - .66	5 Credits per Academic Year
.67 - .82	6 Credits per Academic Year
.83 - .99	8 Credits per Academic Year
1.0 -	9 Credits per Academic Year

(b) An Employee with .50 or greater FTE who is also a Dependent is not eligible for a Dependent Tuition Grant.

(c) Prior to course registration, an Employee must receive, in writing, the approval of their immediate supervisor and the Human Resources Department.

(d) Subject to prior written approval of their immediate supervisor and the Human Resources Department, an Employee may take the entire credit hour benefit any time during the Academic Year.

(e) An Employee must complete a Tuition Grant Request Form for each semester or term for which a Tuition Grant is requested.

(f) An Employee who enrolls in a course that is scheduled during the Employee's working hours will be required to make up the time missed (i) during each work week in which the course is scheduled if the Employee is eligible for overtime pay or (ii) during the semester in which the course is scheduled if the Employee is not eligible for overtime pay.

(g) An Employee who enrolls in an undergraduate course must apply and be accepted for the College Opportunity Fund (COF), must submit the Free Application for Federal Student Aid (FAFSA) and must apply for any applicable University scholarships to receive all eligible benefits under a Tuition Grant. Out-of-state residency fees and any fees not covered by the grant are the responsibility of the employee/dependent to pay.

(h) An Employee whose employment with the University terminates for any reason prior to the completion of a course for which a Tuition Grant has been received shall be required to reimburse the University for a percentage of the tuition equal to the number of days for which the Employee was employed during the semester or term in which the course occurs divided by the total number of work days during the semester or term in which the course occurs. The reimbursement must be paid to the University prior to the Employee's last day of work and, if not so paid it may be deducted from the Employee's final paycheck, at the discretion of the University.

2-2-408(3) Dependent Tuition Grants.

- (a) A Dependent of a Full-time Employee who began employment on or before June 30, 2019 may receive a non-transferable Tuition Grant for enrollment in and attendance at courses at the University in the amount of (i) the undergraduate in-state tuition and/or (ii) the graduate in-state tuition (if the Dependent is accepted and enrolled in graduate program no later than September 1, 2019). In order for such Dependent to qualify for a tuition grant the Employee must be continuously employed at UNC during the entirety of the academic term for which the grant is made. A Dependent of an Employee with an FTE of .50 or greater shall be entitled to receive a percentage of a Tuition Grant equal to the percentage FTE of the employee.
- (b) A Dependent of a Full-Time Employee who began employment after June 30, 2019 may receive non-transferable Tuition Grant for enrollment in and attendance at courses at the University in the amount of 50% the undergraduate in-state tuition. In order for a Dependent to qualify for a Tuition Grant the Employee must be continuously employed at UNC during the entirety of the academic term for which the Tuition Grant is made. A Dependent of an Employee with an FTE of .50 or greater shall be entitled to receive a percentage of a Tuition Grant. The percentage shall be equal to the percentage FTE of the Employee.
- (c) A Dependent who is also an Employee with .50 or greater FTE is not eligible for a Dependent Tuition Grant.
- (d) A Dependent is eligible for a Tuition Grant only if the application for the Tuition Grant is received by the University at least one day prior to the first day of classes. If the Dependent Tuition Grant Request form is not received by this date, the application may be denied or a late charge may be assessed, at the discretion of the University.
- (e) A Dependent is required to complete only one (1) Tuition Grant Request

form for each Academic Year.

(f) In order for a Dependent to qualify for a Tuition Grant, the related Employee must be employed continuously by the University during the entire semester or term for which the Tuition Grant is requested. A Dependent of an Employee with an FTE of .50 or greater shall receive a percentage of the Tuition Grant equal to the percentage FTE that of the Employee's position.

(g) A Dependent is eligible for a Tuition Grant for any semester or term that begins after the related Employee's first day of employment with UNC.

(h) A Dependent who receives a Tuition Grant shall be obligated to pay all fees or other charges associated with enrollment at the University and in the particular course(s) to which the Tuition Grant applies. A Dependent in a degree granting program must meet Standards of Satisfactory Academic Progress established by the Office of Financial Aid in order to be eligible to receive the Tuition Grant.

(i) A Dependent who enrolls in an undergraduate course must apply and be accepted for the College Opportunity Fund (COF), must submit the Free Application for Federal Student Aid (FAFSA) and must apply for any applicable University scholarships each Academic Year to receive all eligible benefits under a Tuition Grant. If such Dependent does not do so and/or is not accepted for COF, the Employee/Dependent is responsible for paying the COF amount, FAFSA, and/or University scholarship that would have been credited. Out-of-state tuition for such Dependent who is not a Colorado resident will be paid for the first Academic Year of the Dependent's attendance. Thereafter, the Tuition Grant is only to the extent of in-state tuition and payment of the additional out-of-state tuition is the responsibility of the Employee/Dependent.

(j) An Employee whose employment with the University terminates for any reason prior to the completion of a course for which a Tuition Grant has been received by that Employee's Dependent shall be required to reimburse the University for a percentage of the tuition equal to the number of days for which the Employee was employed during the semester or term in which the course occurs divided by the total number of work days during the semester or term in which the course occurs. The reimbursement must be paid to the University prior to the Employee's last day of work and, if not so paid it may be deducted from the Employee's final paycheck, at the discretion of the University.

(k) A Tuition Grant approved for a Dependent shall continue after the Employee's death subject to the following conditions:

- (i) In the case of a Spouse, Civil Union Partner or Domestic Partner, the Tuition Grant shall continue until the end of the Academic Year for which the Tuition Grant was approved;
- (ii) In the case of a Dependent other than a Spouse, Civil Union Partner or Domestic Partner, the Tuition Grant, and eligibility for additional Tuition Grant(s), shall continue until the Dependent no longer otherwise qualifies for a Tuition Grant under this policy, or, after having received a Tuition Grant, the Dependent fails to enroll in and complete any course work at the University for a period of 365 consecutive days, whichever occurs first.

(l) A Graduate Tuition Grant may be subject to tax withholding.

Policy History

2-2-408 TUITION GRANTS.

Subsection 2-2-408(1)(a)(c)(e) and unnumbered paragraphs two, three, four, five, six, seven Dependent and Domestic Partner Tuition Grants amended (Dec 2010)

Subsection 2-2-408(2)(a)(c)(e)(h)(i)(j) Employee Tuition Grant amended (Dec 2010)

Subsection 2-2-408 amended (Jun 2019/Nov 2025)