

# State Classified Annual Leave Cap Records

## HUMAN RESOURCES

Due to the declaration of a State of Emergency by the Governor, as defined in the Colorado Disaster Emergency Act, if **State Classified employees do not have a reasonable opportunity to use their annual leave based on business necessity and it results in forfeiture of annual leave, the forfeited annual hours may be paid before the end of the fiscal year or during this state of emergency, at the discretion of the department and employee, employees may roll over up to 80 hours of annual leave into the next fiscal year (FY 2021).** The rolled-over leave must be used before the end of FY 2021. It will not roll over for a second fiscal year (FY 2022). Employees may still opt to be paid out the over accrued annual leave if they choose. Additionally, accrued annual leave in excess of the eighty (80) hours over the maximum accrual allotment that the department cancelled will be paid out to the employee.

### Employee Information

Employee Name Assignment Number Date(s) Requested

Department Name Reason for denial/cancellation

Number of hours denied ☐ Rollover ☐ Payout  
\* Please check if you would like leave to roll over or be paid out

Name of person who denied leave

### Acknowledgements

Department Authorized Name and Title (Print) Date

Department Authorized Signature Date

Employee Signature Date

### HR Use Only

HR Records Date Date submitted to HR Payroll (if applicable)



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