

Leave Balances & Using Prior Sick Balances

1. Log into Core-CT Employee Self Service, and select the “Time” tile (as if you were filling out a timecard).

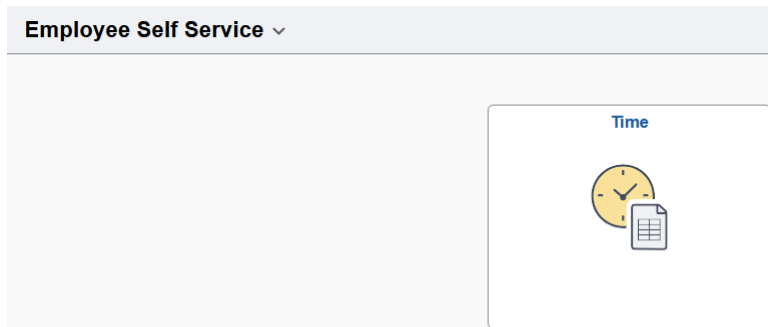


Figure 1 Screen shot of Employee Self Service log-in icon

2. Select the *Leave / Comp Time* tile to view your balances.

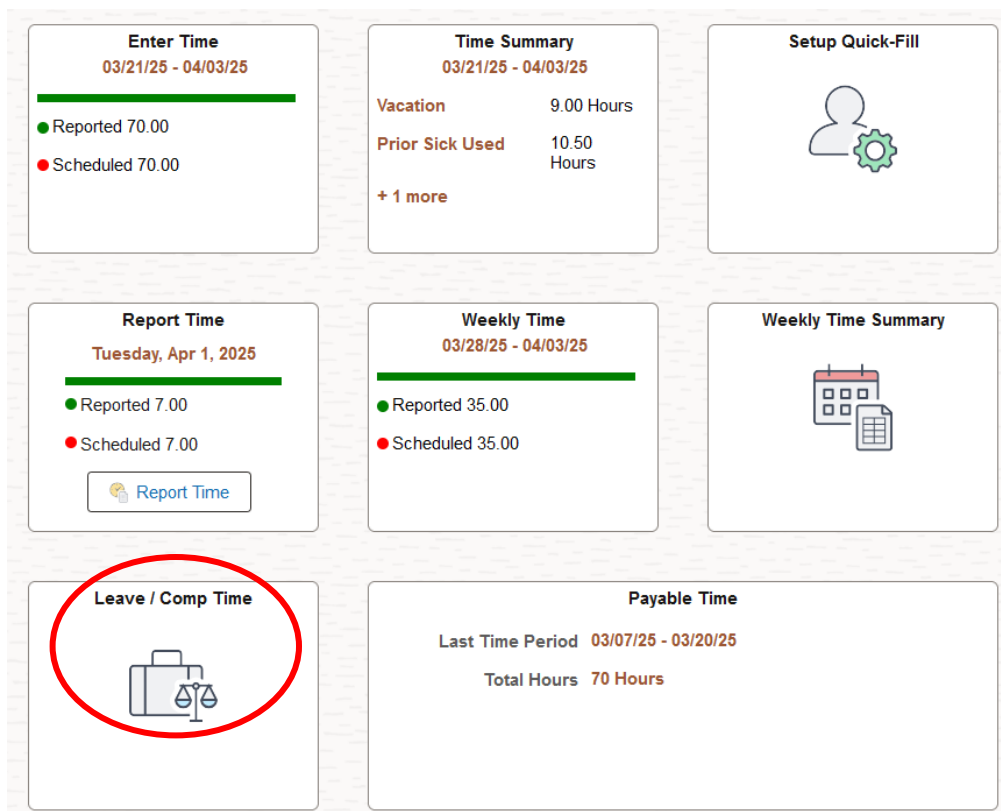


Figure 2 Screen shot of Employee Self Service Time Review Tiles or icons

3. Your Leave / Comp Time balances will show in tiles. Not all employees will have all types of balances.

Sick Plan Type Sick Recorded Balance 0.00	Vacation Plan Type Vacation Recorded Balance 71.03	Personal Plan Type Personal Recorded Balance 14.00	C024M000P Plan Type Comp Time Recorded Balance 0.00 As of Date 03/11/2019	HAUTOEXPN Plan Type Comp Time Recorded Balance 0.00 As of Date 02/14/2025	SBUCN000N Plan Type Comp Time Recorded Balance 293.57 As of Date 05/25/2018	SPUCN000N Plan Type Comp Time Recorded Balance 362.00 As of Date 03/27/2025
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Figure 3 Snapshot of different types of leaves with balances

4. [Leave Balances](#) are accrued or gifted according to [collective bargaining agreements](#).

Personal Leave days are gifted annually and do not carry forward. If a PL day is not used by the expiration date, it is forfeited.

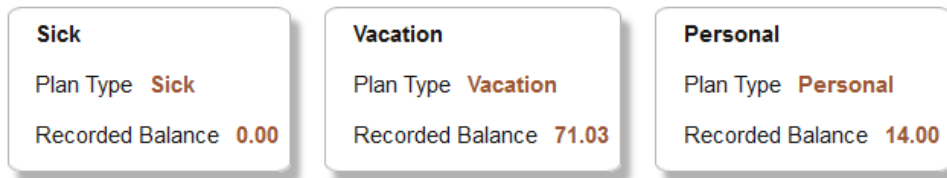


Figure 4 Snapshot of Sick, Vacation, and Personal Leave Balance Tiles

Holiday time is earned when an employee is required to work or works with approval of the manager outside of the bargaining unit on a “non-premium” holiday. Holiday time earned that is not used by December 31 of the year following the year in which it was earned is forfeited.

SPUCN000N - UCPEA members, management and confidential staff are “gifted” 15 “current” sick days on July 1 each year, to use through June 30 of the following year. Unused “current” sick leave is banked for future each July 1 but not paid out upon separation.

SBUCN000N – Members of classified unions “earn” sick leave according to the schedule outlined in their [collective bargaining agreement](#). Unused “earned” sick leave is paid out upon separation.

When an employee has *multiple leave balances*, they are used in *priority order*: (1) Current sick leave; (2) “gifted” sick leave; (3) “earned” sick leave.

When an employee exhausts their sick leave, they can use other leave balances with appropriate approval. Under some circumstances, employees may wish to consult with the [Department of Human Resources](#) to explore if they qualify for [Leave of Absence](#) or if other paid/unpaid leave may be available.

Anytime an employee needs to be absent for 5 or more days to care for themselves or others, they should consult with an HR leave administrator (UConn / UCH) for guidance.

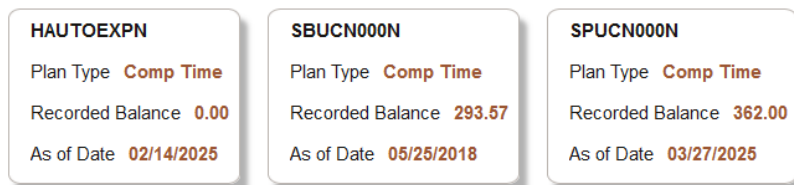


Figure 5 Snapshot of Holiday and additional types of sick leave balances

Compensatory Time Guidelines vary according to [collective bargaining agreements](#).

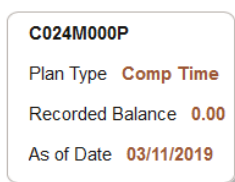


Figure 6 Snapshot of Compensatory Time Earned balance

Additional information regarding payouts of leave accruals upon separation are available on the [HR Services "Leaving UConn & Exit Interviews" website](#).

Time Reporting Codes: [UConn](#) / [UConn Health](#)