The Chancellors have approved an additional holiday day for this year. The holiday granted for CU Denver is November 24, 2017. The holiday granted for CU Anschutz either December 29, 2017, or January 2, 2018.

For CU Denver:

If you are using my.leave and already submitted the request for the November 24th off, you need to delete the request. Employee Services has added the November 24th as a holiday.

If you are not using my.leave, you will need to record the November 24th as a holiday (HOL) on your time sheet.

For CU Anschutz:

If you are using my.leave, you will need to manually enter as “Holiday” either on December 29th or January 2nd. It does not require approval because there is only one status available as “Mark as Taken”.

If you are not using my.leave, you will need to record as a holiday (HOL) on your time sheet either on December 29th or January 2nd.