



University of Colorado Denver

Administrative Policy

Title: Holidays

Source: Human Resources

Prepared by: Assistant Vice Chancellor for Human Resources

Approved by: Gregory V. Stiegmann, MD
Chancellor

Effective Date: June 1, 2006

Replaces: June 1, 2005

Reference: State Personnel Rule 5-14 and 5-15

Applies: All campuses

A. Introduction

The University of Colorado Denver (UCD) policy on Holidays establishes the parameters for all common and alternate holidays across the different employee locations and units.

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C. Policy Statement

1. Holidays observed at UCD are established on a fiscal year basis, beginning July 1 of each year.
2. Employees will not be granted more than 10 holidays per fiscal year and holiday leave is prorated for part-time employees.
3. Supervisors must grant and schedule holiday leave in accordance with this policy.

D. Holiday Designation Process

1. Common Holidays
 - a. All UCD campuses will observe six (6) national and state holidays during the fiscal year. Campus offices not designated as essential services will be closed on these holidays:

Independence Day

Labor Day
Thanksgiving
Christmas Day
New Years Day
Memorial Day

- b. Generally, holidays that occur on a Saturday will be observed on the preceding Friday, and holidays that occur on a Sunday will be observed on the following Monday.
- c. Prior to the beginning of each fiscal year and with the Chancellor's approval, the Human Resources Office will communicate the official campus holiday schedule.

2. Alternate/Floating Holidays

- a. During the fiscal year, the campuses will observe four (4) alternate/floating holidays, in addition to the six common holidays designated above. Most campus offices will be open on these holidays, as they are observed at different times by location or unit.

Martin Luther King Day
Presidents Day
Columbus Day
Veterans Day

- b. Units specifically serving the Downtown Campus and its colleges and schools will observe the alternate/floating holidays during the last week of December.
- c. Units specifically serving the Anschutz Medical Campus and its schools will observe the alternate/floating holidays on Martin Luther King Day, Presidents Day, the day after Thanksgiving and a specified day near or adjacent to Christmas (usually the day before), as scheduled each year based on the calendar.
- d. Consolidated UCD units serving the campus at-large will remain open on the days identified above and each employee will request either the Downtown Campus or Anschutz Medical Campus schedule for the fiscal year. Unit heads will approve these schedules and any other accompanying leave such that adequate office/service coverage is provided. Any exceptions which would result in the closure of a consolidated department must be approved by the appropriate Vice Chancellor.
- e. Based upon the continuous nature of certain functions, some schools/colleges, programs or administrative units must remain open, in addition to the circumstances otherwise described in this policy.
- f. This policy is not intended to affect the academic calendars. Academic calendars are not expected to match the administrative calendar, i.e., offices are open many times when classes are not in session.
- g. Employees who work on alternate/floating holidays will take holiday leave at other times during the fiscal year pending supervisory approval.
- h. Holiday leave not taken on the observed state holiday must be used within the same fiscal year and no holiday leave days may be carried over into the next fiscal year.

3. Cesar Chavez Day

Employees may request to substitute Cesar Chavez Day for any one of the holidays listed above. This is not an additional holiday, but can be granted by a supervisor as an alternate holiday within the same fiscal year.

E. Granting and Scheduling Holiday Leave

In recognition of the varied operational requirements of UCD departments, schools and colleges, flexibility in the scheduling of holiday leave is provided as follows:

1. UCD holidays are granted and scheduled in accordance with provisions of State Personnel Board Administrative Procedures P-5-14.
2. Employees who work a flextime schedule of more than 8 hours a day shall be granted holiday leave as follows:
 - a. When the observed holiday falls on a scheduled workday, the employee must either:
 - (1) be charged annual leave for the hours s/he would have normally worked that day over 8 hours; or
 - (2) work the extra time another day of the same week; or
 - (3) revert to a schedule of 8 hours a day for the workweek in which the holiday falls.
 - b. When the observed holiday falls on a day the employee is not scheduled to work, the department head/supervisor must grant the employee another day (8 hours) off within the same fiscal year, at a time determined by the department head/supervisor.
3. Temporary employees are not eligible for paid holiday leave.
4. Employees terminating or transferring to another State agency will be paid, at their regular rate of pay, for earned UCD designated and floating holidays.