Managing Additional Holiday Leave

We hope that you enjoy the additional holiday leave granted by Chancellor Wartgow and Chancellor Elliman. Below is information to help you manage the additional leave.

**Q: What days did the Chancellors grant as additional holiday leave?**

**A:** Employees that observe the CU Denver Campus holiday schedule will be granted Thursday, December 24th. Employees that observe the CU Anschutz Medical Campus holiday schedule and employees at CU South Denver will be granted Thursday, December 31st.

**Q: Who is eligible?**

**A:** All Classified staff, Officers and University Staff, and 12 month faculty who earn paid leave.

**Q: What action should be taken in My.Leave?**

**A:** For employees who are eligible for overtime, holiday leave has been added to their My.Leave records.

For non-overtime eligible employees, no action is required in My.Leave.

**Q: What if I already requested leave for the additional holiday granted by the Chancellors?**

**A:** Go into My.Leave and delete the request. Do not withdraw the request.

**Q: What if I had to work on the holiday?** (Applies to essential personnel and those responsible for providing clinic coverage.)

**A:** In coordination with your supervisor, you can take the holiday leave on another day. The leave must be taken by January 30, 2016. If eligible for overtime, you will need to delete the pre-populated leave and populate the holiday leave on the day taken in January.

**Q: What if I use My.Leave to track hours for temporary employees who are not eligible for leave?**

**A:** You must delete the pre-populated holiday day.

**Q: What if I have employees that work less than 100 percent time or who have more than one active overtime-eligible position?**

**A:** You must go into My.Leave and make an adjustment. Delete the pre-populated holiday leave and populate the correct amount of leave taken.

Additional guidance is available on the Employee Services website at: [https://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-74](https://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-74)

Note: Any adjustments to My.Leave must be made by the February payroll deadline.