

Chancellor's Additional Holiday Leave

FAQs

As with any Holiday Leave, holidays are pro-rated for less than 1.0 FTE's (40 hours/week).

Who will receive the additional holiday leave?

All employees and faculty who receive holiday time will receive the additional holiday leave, pro-rated for part time. Please note: There will be different implementations of this between the Denver and Anschutz Medical Campuses.

This time must be entered in full day (8 hour) increments or half-day (4 hours) for Denver/additional 4 hours on December 23.

I am a working retiree, do I receive the additional holiday leave?

No. Working retirees are considered temporary employees, and are not eligible for paid leave time.

Are temporary employees (including student workers) eligible for the additional holiday leave?

Temporary employees are not eligible for holiday pay, leave or benefits and do not report to work when offices are closed.

I am a monthly/hourly employee, do I receive the additional paid leave time?

Yes, as long as you are in a regular (not temporary) status. The additional holiday leave is pro-rated based on hours worked in the month the leave is granted. You will use the same calculation that you do for holiday pay.

If I already have approved vacation time during this time, how will it work?

Employees already on approved vacation, sick or other type of paid leave may use the additional holiday leave on those days. If you use My.Leave, you would delete your vacation request, and add the additional holiday leave for that day.

How will time be recorded?

The additional time should only be recorded in PeopleSoft HCM / My.Leave. The entry should be recorded as "Administrative Leave" for the day selected with a note: "Chancellor's Holiday" in the description field.

I am on the Anschutz schedule using My.Leave, how do I enter the additional time?

In My.Leave, enter the Earnings code: Administrative Leave; Status: Mark as “*submit a request*”; Description: Chancellor Holiday. DO NOT select Holiday (HOL) in the earnings code, as this will create a double payment for the employee.

When must the additional time be used?

If you work on the Anschutz Medical Campus, you must use the time between December 20, 2021 – December 31, 2021. If you work in any University of Colorado Hospital or Children’s Hospital Colorado space during this period, and/or are responsible for patient care and clinical operations in another site of practice, you may choose alternate days before 6/30/2022 with your supervisors’ approval.

I am on the Denver schedule and using My.Leave, how do I enter the additional time?

In My.Leave, enter the Earnings code: Administrative Leave; Status: Mark as submit a request; Description: Chancellor Holiday. DO NOT select Holiday (HOL) in the earnings code, as this will create a double payment for the employee.

When must the additional time be used?

If you work on the Denver Campus, additional time is designated for a full day on November 26, 2021 and half- day (four hours) on December 23, 2021.

I work in a Consolidated Unit and using My.Leave, is there anything I need to do?

If you work in a consolidated unit serving both campuses, you should follow the guidance from the campus consistent with your currently-designated holiday schedule in My.Leave (or other time system).

I use a different time keeping system than My.Leave, how do I enter the additional holiday leave time?

You enter the time into CU Time as Administrative Leave with no comment. If you use Kronos, please code as Administrative Leave and if able to, comment add Chancellor’s Holiday. DO NOT select Holiday (HOL) in the earnings code, as this will create a double payment for the employee.

Will I see this additional holiday leave on my paystub?

No. If this time is recorded in My.Leave. Holiday time is tracked in My.Leave as a timekeeping system, and not in CU Time (pay system).

Yes. If time is entered directly into CU Time, it will show on your paystub.

If I am unable to take this additional time, what happens?

If you are unable to take the additional holiday leave time within the parameters outlined by each campus by the end of the fiscal year, you will lose the additional time.

Is there an eligibility date for new hires to receive the hours of paid time?

No. If a new employee is hired prior to this time, he/she is eligible to receive the additional hours of paid time.

How does this effect essential employees?

Essential employees will work with their supervisors to schedule the additional paid time off that is most effective for operations and scheduling. They will have until June 30, 2022 to use this additional time off. Additional time off will be counted toward overtime for those that are designated as essential staff.

Does an employee who terminates during the month receive the additional holiday leave (prorated for part-time employees)?

No – employees who terminate before the additional holiday leave day are not granted any hours. Employees who terminate after the additional holiday leave day will receive the full amount (prorated for part-time employees) of additional holiday leave.

How is additional holiday leave applied when it falls on the scheduled work day of an employee who works a flextime schedule of more than eight hours a day?

The employee receives the day (eight hours of additional holiday leave) off, but must either be charged vacation for the hours normally worked that day over eight hours, work the extra time another day of the same week, or revert to a schedule of eight hours a day for the five days of that week, or be docked for those unpaid hours of time.

Do employees out on paid FMLA, parental leave, family medical or injury leave receive the additional holiday leave?

Yes. Additional holiday leave is given during this time. If the employee is on paid status and on FMLA the department will still track the hours used for FMLA during additional holiday leave. If the employee is using their 160 hours of University Paid Parental leave the additional holiday leave will not count against their balance at that time.

Do employees on unpaid leave in the entire month in which the additional holiday leave days are observed receive the hours?

No. Employees who have unpaid leave for the entire month do not receive the additional holiday leave or holiday pay.

Do employees with unpaid leave during the month (not the whole month) in which the additional holiday leave days are observed receive the hours (prorated for part-time employees) of additional holiday leave?

Yes. Employees who work any day in the month, would receive the additional holiday leave time for that month, prorated just as for part-time employees and for paid days within the month.

Do employees out on short-term disability receive the additional holiday leave?

No. These employees do not receive the additional holiday leave because they are paid through the short-term disability benefits. They are considered on unpaid leave through the University.

The Employee Relations Team can answer further questions not captured here at:
HR.Communications@ucdenver.edu.