FY22 Personal Observance Day – Guidance for HR Partners

Chancellor Communiques can be found here:

Anschutz Medical Campus/CSA Units

https://view.communications.cu.edu/?qs=a84f357d9408bb7fdd1854c56bded7349af9a6260b817bf63d1924ebd20e2ae8c5980b956bf8b441a28dd33fae95bed918e9df79e4e9c2b540c07034577edfc4991fed4a19a8a291b28d197320491f54

Denver Campus

** Please see CU Denver News Email dated 5/3/22**

Usage:

Current: Personal Observance Day for FY2022 should ideally be used by June 30, 2022, but employees will have until Dec 31, 2022, to use this day due to the short turn-around since being announced, and academic calendar constraints.

Future: A Personal Observance Day or Juneteenth is under discussion for FY2023 and future years; further information will be communicated at a later date.

Eligibility:

Employees who are eligible for paid holidays are eligible for the Personal Observance Day.

Only employees who are hired in FY22 are eligible for the Personal Observance Day. Employees hired after June 30, 2022, will be eligible for the FY23 holiday (further information will be communicated at a later date).

Employees leaving the university before December 31, 2022, may use the Personal Observance Day before they depart. The day is not paid out if an employee does not take it, as with any other holiday that is not taken.

Timekeeping:

MyLeave users: Employees will request the Personal Observance Day in advance in MyLeave. The “Personal Observance Day” code will be available for use in the system by Friday, May 6th.

Note to HR partners: A report is being developed and will be available in HCM under the Query Manager to monitor usage.
For Monthly Hourly, a supervisor, dept HR, etc. will have to enter matching hours of POD and of REG (required) in CU Time.

This is the same process followed with any exception code (such as sick or vacation), with the only difference being that while most earnings code do move from My Leave to CU Time, Personal Observance Day will not.

Other timekeeping systems: Employees should check with their HR business partner to determine how to request and record the personal observance day.

HR partners can be found here:

https://www.ucdenver.edu/offices/human-resources/human-resources-home/human-resources-staff-listing-by-school-college-consolidated-unit-and-department