

Campus Administrative Policy

Policy Title: **Holidays – Denver**

Policy Number: 4018D **Functional Area:** Human Resources (4000s)

Effective: August 17, 2026

Approved by: Kenneth, Christensen
Chancellor, CU Denver

Applies to: University of Colorado Denver

A. Introduction

The University of Colorado Denver policy on Holidays establishes the parameters for all common and alternate holidays. CU Denver observes twelve (12) holidays with one (1) floating holiday for a total of thirteen (13) holidays.

B. Policy Statement

1. Holidays observed by the campus are established on a fiscal year basis, beginning July 1 of each year.
2. Employees will not be granted more than thirteen holidays per fiscal year and holiday leave is prorated for part-time regular employees.
3. Supervisors must grant and schedule holiday leave in accordance with this policy.
4. Based upon the continuous nature of certain campus operations, some essential personnel and services must remain open.

C. Holiday Designation Process

1. Campus Observed Holidays

- a. The campus will observe twelve (12) holidays. In addition there may be days designated by the Chancellor including national and state holidays as well as days designated by the campus as holidays/administrative leave, during the fiscal year. Campus offices not designated as essential services will be closed on these observed holidays:

Independence Day

Labor Day

Thanksgiving

Winter Break (includes five working days between 12/25 – 12/31)

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Juneteenth

- 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. The Chancellor may elect to designate a weekend holiday to an alternative day than described.
- c. Prior to the beginning of each fiscal year and with the Chancellor's approval, the Human Resources Office will communicate the official campus observed holiday schedule.
- d. 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.
- e. Essential personnel required to work on campus observed holidays will take holiday leave at another time during the fiscal year pending supervisory approval. Holiday leave not taken on the campus observed holiday must be used within the same fiscal year, and no holiday leave days may be carried over into the next fiscal year.

2. Floating Holiday

- a. During the fiscal year, employees may take one (1) floating holiday, in addition to the twelve (12) holidays designated above. This day is in lieu of observing other designated state or federal holidays on specific days or holidays. This floating holiday must be taken during the fiscal year pending supervisor approval. Sufficient notice must be provided to an authorizing supervisor to ensure adequate office/service coverage is provided. The authorizing supervisor may decline the request if it is unable to be accommodated.

D. Granting and Scheduling Holiday Leave

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

1. Campus holidays are granted and scheduled in accordance with provisions of State Personnel Director's Administrative Procedures 5-10.
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 they 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.

Notes

1. History:
 - June 1, 2005: Adopted by the Chancellor
 - June 1, 2006: Revised.
 - January 17, 2019: Reformatted to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.
 - July 1, 2019: Reviewed as part of the spring 2019 semi-annual policy review. State Personnel Rule reference updated.
 - August 17, 2026: Revised to apply to Denver campus only and to include changes to university policy. Increased number of holidays.

2. Cross References/Appendix:
 - [State Personnel Board and State Personnel Director Procedures 4 CCR 801-1](#)
 - [Religious Accommodations for CU Denver \(HR Website\)](#)
3. Responsible Office(s):
 - Office for Human Resources