



Campus Administrative Policy

Policy Title: Holidays

Policy Number: 4018 Functional Area: Human Resources

Effective: June 1, 2006
Date Last Reviewed: May 22, 2019
Date Scheduled for Review: July 1, 2026
Supersedes: Holidays, June 1, 2005

Approved by: Chancellor Gregory V. Stiegmann, MD

Prepared by: Assistant Vice Chancellor for Human Resources
Reviewing Office: Executive Vice Chancellor for Administration and Finance |
CFO, University of Colorado Anschutz Medical Campus
Senior Vice Chancellor for Administration and Finance |
CFO, University of Colorado Denver

Responsible Officer: Associate Vice Chancellor for Human Resources

Applies to: CU Anschutz Medical Campus
CU Denver Campus

A. INTRODUCTION

The CU Denver Campus and CU Anschutz Medical Campus (“the university”) policy on Holidays establishes the parameters for all common and alternate holidays across the different employee locations and units.

B. POLICY STATEMENT

1. Holidays observed at the university 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.

C. HOLIDAY DESIGNATION PROCESS

1. Common Holidays

- a. Both 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:

Memorial Day
Independence Day
Labor Day
Thanksgiving
Christmas Day
New Year's 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 chancellors' 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 CU Denver Campus and its colleges and schools will observe the alternate/floating holidays during the last week of December.
- c. Units specifically serving the CU 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 university units serving the campus at-large will remain open on the days identified above and each employee will request either CU Denver Campus or CU 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.

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. University 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 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.
4. Employees terminating or transferring to another State agency will be paid, at their regular rate of pay, for earned university designated and floating holidays.

Notes

1. Dates of official enactment and amendments:
June 1, 2005: Adopted by the Chancellor
June 1, 2006: Revised
January 17, 2019: Reformatted
July 1, 2019: Reviewed.
2. History:

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.
3. Initial Policy Effective Date: June 1, 2005
4. Cross References/Appendix:
 - [State Personnel Rule 5-10](#)