



Campus Administrative Policy

Policy Title: **Holidays – Anschutz Medical Campus**

Policy Number: 4018A **Functional Area:** Human Resources

Effective: January 1, 2023

Date Last Reviewed: May 22, 2019

Date Scheduled for Review: July 1, 2028

Supersedes: June 1, 2006

Approved by: Chancellor Donald M. Elliman

Prepared by: Associate Vice Chancellor for Human Resources

Reviewing Office: Executive Vice Chancellor for Administration and Finance

Responsible Officer: Associate Vice Chancellor for Human Resources

Applies to: University of Colorado Anschutz Medical Campus

A. INTRODUCTION

The University of Colorado Anschutz Medical Campus 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 are established on a fiscal year basis, beginning July 1 of each year.
2. Employees will not be granted more than 11 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.
4. 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.

C. HOLIDAY DESIGNATION PROCESS

1. Common Holidays

- a. The campus will observe ten (10) holidays, including national and state holidays, as well as days designated by the campus as holidays during the fiscal year. Campus offices not designated as essential services will be closed on these holidays:

Martin Luther King Day

Presidents Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Veteran's Day (observed as the day after Thanksgiving)

Mother Cabrini Day (observed as the day before Christmas)

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. The Chancellor may elect to alternatively designate holidays that fall on the weekend.
- c. Prior to the beginning of each fiscal year and with the Chancellor's approval, the Human Resources Office will communicate the official campus holiday schedule.

2. Personal Observance Day

- a. During the fiscal year, employees may take observe one (1) personal observance day, in addition to the 10 holidays designated above. This is in lieu of observing Juneteenth or Cesar Chavez Day as a state holiday on the specific days. This must be taken during the fiscal year. 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.
- b. 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.
- c. Employees who are required to work on designated holidays will take holiday leave at other times during the fiscal year pending supervisory approval.
- d. 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.

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 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 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
 - January 1, 2023: Revised
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.
 - January 1, 2023: Revised to apply to Anschutz Medical Campus only and to include changes to university policy.
3. Initial Policy Effective Date: June 1, 2005
4. Cross References/Appendix: [State Personnel Rule 5-10](#)