# Employee Services Procedural Statement

**Title:** Holidays

**Effective:** 7/1/2023

## Introduction

Per §24-11-101, C.R.S., CU must provide eleven (11) holidays per fiscal year for non-temporary employees. Each holiday is 8 hours of pay and is prorated for time less than 100%. The governor, CU president and CU campus chancellors may authorize additional administrative time off which operate like holidays.

## Procedural Statement

Each campus and the system office are responsible for determining their holiday schedule and communicating it to their employees.

Employees who are required to work on a holiday or granted administrative day (due to business needs stipulated by departmental leadership) may move their holiday to another time that is mutually acceptable to the employee and supervisor.

Departments may place time restraints on when holidays can be used.
> For example: If an employee is required to work on the holiday, they may take an alternate day within one month of the holiday.

If an employee works more than eight (8) hour shifts, only eight (8) hours can be counted as holiday and the additional hours above eight (8) should be coded as annual leave/vacation.

## Exceptions

Classified staff who are not able to take one of the eleven (11) designated holidays off may choose to be paid time and a half their base salary hourly rate or can move their holiday to use at a different date within the same fiscal year. The employee is required to communicate their decision prior to the holiday to their supervisor or department HR for appropriate processing. Any holiday that is not taken or paid at time and half by the end of the fiscal year is required to be paid out at the base hourly rate.

## Payroll Preparation and Processing

| Reason | HCM Code | MyLeave Entry | Enter for |
|---|---|---|---|
| Holiday | HOL | Holiday | All eligible employees |
| Personal Observance Day (floating-Anschutz only) | POD | Personal Observance Day | All eligible employees |
| Governor/Chancellor/President Holiday | ADM | Administrative Leave | Overtime eligible only |

Notes:
The codes of HOL and POD do not upload to CU Employee Time.
- HOL pays the employee so it should not be entered in CU Time for Salaried employees.
- HOL needs to be entered manually in CU Time for hourly employees.