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# Processing the new Personal Observance Day leave category [1]

May 20, 2022 by Employee and Information Services [2]

On May 2, Governor Jared Polis signed a new bill into law marking Juneteenth an official Colorado state holiday. The holiday marks the day — June 19, 1865 — on which the last known enslaved people in Texas learned that slavery had been abolished with the Emancipation Proclamation two-and-a-half years prior.

In an effort to incorporate this observance right away with minimal disruption to established campus summer academic calendars, CU leadership has opted to institute one day of leave that can be used by employees on the holiday itself or on another day of their choosing.

For our supervisors and payroll professionals, this means a new leave code and important guidelines to be aware of. First, this day of leave is only available to employees who are already eligible to earn vacation leave and who are hired on or before June 30, 2022.

Employees who will be leaving CU before Dec. 31 are eligible to use this leave, but they must take it before their departure — the value of earnings for this leave day will not be paid out to them if they don't use it.

Additionally, this leave category can only be used once, and must be taken by Dec. 31, 2022. Supervisors will need to be careful that they don't approve additional requests for employees who have already taken this leave.

The leave category, marked **Personal Observance Day**, is already available for employees to request in MyLeave. A query report has been developed to help monitor the usage of this leave category. Here's where to find it:

1. Log into the employee portal [3].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab, select **Query Manager** and search for **CUES_HCM_POD_LEAVE**.

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