

CU Anschutz Medical Campus Holiday Schedules

FY2024-25 | FY2025-26 | FY2026-27

FY24-25

Date	Day	Holiday
07/04/24	Thursday	Independence Day
07/05/24	Friday	Governor's Holiday
09/02/24	Monday	Labor Day
11/28/24	Thursday	Thanksgiving
11/29/24	Friday	Day After Thanksgiving in lieu of Mother Cabrini Day
12/23/24	Monday	Winter Break
12/24/24	Tuesday	Christmas Eve in lieu of Veteran's Day
12/25/24	Wednesday	Christmas Day
12/26/24	Thursday	Winter Break
12/27/24	Friday	Winter Break
01/01/25	Wednesday	New Year's Day
01/20/25	Monday	Martin Luther King Jr. Day
02/17/25	Monday	Presidents Day
05/26/25	Monday	Memorial Day
Floating	Floating	Juneteenth Day* (Floating Holiday)

FY25-26

Date	Day	Holiday
07/04/25	Friday	Independence Day
09/01/25	Monday	Labor Day
11/27/25	Thursday	Thanksgiving
11/28/25	Friday	Day After Thanksgiving in lieu of Mother Cabrini Day
12/24/25	Wednesday	Christmas Eve in lieu of Veteran's Day
12/25/25	Thursday	Christmas Day
12/26/25	Friday	Winter Break
12/29/25	Monday	Winter Break
12/30/25	Tuesday	Winter Break
12/31/25	Wednesday	Winter Break
01/01/26	Thursday	New Year's Day
01/02/26	Friday	Winter Break
01/19/26	Monday	Martin Luther King Jr. Day
02/16/26	Monday	Presidents Day
05/25/26	Monday	Memorial Day
Floating	Floating	Juneteenth Day* (Floating Holiday)

FY26-27

Date	Day	Holiday
07/03/26	Friday	Independence Day (substitute)
09/07/26	Monday	Labor Day
11/26/26	Thursday	Thanksgiving
11/27/26	Friday	Day After Thanksgiving in lieu of Mother Cabrini Day
12/24/26	Thursday	Christmas Eve in lieu of Veteran's Day
12/25/26	Friday	Christmas Day
12/28/26	Monday	Winter Break
12/29/26	Tuesday	Winter Break
12/30/26	Wednesday	Winter Break
12/31/26	Thursday	Winter Break
01/01/27	Friday	New Year's Day
01/18/27	Monday	Martin Luther King Jr. Day
02/15/27	Monday	Presidents Day
05/31/27	Monday	Memorial Day
Floating	Floating	Juneteenth Day* (Floating Holiday)

Notes:

- Where (substitute) is shown, the state holiday falls on a weekend and has been substituted to the Friday before or Monday after, as applicable.
- Employees designated as Essential or Critical, and employees with clinical responsibilities requiring them to be on campus on a designated holiday will receive equivalent administrative leave to take at an alternate time, in coordination with their manager, prior to the end of the same fiscal year.
- Juneteenth Day is a floating holiday that may be recognized by the employee on the state or federal designated day or on a day of personal significance to the employee, in coordination with their manager, and prior to the end of the same fiscal year.
- For employees in Consolidated Units serving both the CU Denver and CU Anschutz Medical Campus, employees will select their holiday schedule for the fiscal year. Typically, the employee will select the holiday schedule where they have a primary assignment. Employees indicate their holiday schedule via the CU Employee Portal: My Info and Pay > MyLeave > Preferences > Holiday Schedule.

Holiday Schedule FAQs

What does holiday campus closure mean?

This means that all work and classes (on-site or remote) on the CU Anschutz Medical campus is suspended for a State, Chancellor or Governor designated holiday. However, essential and critical employees, and those with clinical responsibilities and other campus critical functions may be required to be on campus.

How do I know if I am considered essential (non-exempt) or critical (exempt) personnel?

You are considered essential or critical if you work in any University of Colorado Hospital or Children's Hospital Colorado space, and/or are responsible for patient care and clinical operations in another site of practice that are unable to close or if you have received an essential or critical personnel card or it has been designated in your offer letter (e.g., facilities, police, etc.). You may choose alternate days with your manager's approval. If you are unsure if your position is considered essential or critical, you may ask your manager or department-level HR Business Partner.

How does this affect essential (non-exempt) or critical (exempt) personnel?

Essential or critical employees will work with their managers to schedule equivalent alternate holiday leave if they are scheduled to work on a designated holiday. Employees will have until June 30th of each fiscal year to use their alternate holiday leave.

Who receives paid holiday leave?

All leave-eligible regular staff and faculty receive paid holiday time, pro-rated for part time.

I am a working retiree; do I receive paid holiday leave?

No. Working retirees are considered temporary employees and are not eligible for paid leave time.

Are temporary employees (including student workers) eligible for paid holiday leave?

Temporary employees are not eligible for paid leave or benefits and do not report to work when offices are closed.

If I already have approved vacation or sick leave that falls on a holiday, how will it work?

Employees already on approved vacation, sick or other types of paid leave may substitute holiday leave (or administrative leave, as appropriate) on those days.

How will time be recorded?

If you use MyLeave, state holidays are generally pre-populated with the “Holiday (HOL)” earnings code and do not require any additional entry on the employee’s behalf. For Chancellor or Governor designated holidays, employees should record the time as “Administrative Leave” with a note “Holiday Closure” in the description field. For employees using a different timekeeping system, please check with your department-level HR Business Partner for department-specific timekeeping procedures.

I work in a Consolidated Unit serving both CU Denver and CU Anschutz Medical Campus, is there anything I need to do?

If you work in a Consolidated Unit serving both campuses, you should follow the guidance from the campus consistent with your currently designated holiday schedule in MyLeave (or other timekeeping system).

I use a different time keeping system than MyLeave, how do I enter holiday leave time?

Check with your department-level HR Business Partner.

Is there an eligibility date for new hires to receive paid holiday leave?

No. If a new leave-eligible employee is hired prior to a holiday, they are eligible to receive the paid holiday.

Does an employee who terminates during the month of December receive paid Winter Break days?

Employees who terminate before the designated holiday (winter break) are not eligible for the holiday. Employees who terminate after the designated holiday will receive the holiday (prorated for part-time employees).

How is a state, Chancellor or Governor designated holiday applied when it falls on the scheduled workday of an employee who works a flextime/compressed schedule of more than eight hours a day?

Employees working flextime/compressed schedules receive eight (8) hours of paid holiday leave per holiday and must use vacation for the hours normally worked over eight (8) hours, or work the extra time another day of the same week, or revert to a schedule of eight (8) hours a day for the five days of that week, or be docked for the unpaid hours of time.

Do employees on unpaid leave for the entire month in which holiday leave days occur receive the hours?

No. Employees who have unpaid leave for the entire month do not receive holiday leave.

Do employees with unpaid leave during the month (not the whole month) in which the holiday leave days are observed receive the hours (prorated for part-time employees)?

Yes. Employees who work any day in the month are eligible for holiday leave for that month, prorated for part-time employees and for paid days within the month.

Do employees using their short-term disability benefits receive holiday leave?

No. These employees do not receive holiday leave because they are paid through their short-term disability benefits. They are considered on unpaid leave of absence.

How will this impact classified employees?

Appointing authorities (CU Anschutz Chancellor) may designate alternative holiday schedules for the fiscal year. Classified employees will receive the equivalent of the full complement of eleven (11) State holidays for the fiscal year. Classified employees who are required to work on any of the State observed holidays shall be granted an alternate day off in the same fiscal year.

Unless an employee requests an alternate holiday to observe, classified non-exempt employees shall be paid premium pay equal to 1.5x of their regular base rate of pay or corresponding compensatory time for all hours worked on a State observed (or campus designated alternate holiday).

Who can I contact with additional questions?

Employees should reach out to their college, school, or unit-level HR Business Partner first. If employees continue to have questions, they may contact the following:

The central HR Employee Relations & Performance Team at:
ERP.Communications@cuanschutz.edu

The central HR Operations Team at:
Human.Resources@cuanschutz.edu

For School of Medicine (SOM) employees, the SOM HR Team at:
SOM.HR@ucdenver.edu