

Winter Holiday Message FAQs

As with any Holiday Leave, holidays are pro-rated for less than 1.0 FTE's (40 hours/week).

What does the campus closure mean?

This means that all work and classes (on-site or remote) on the CU Anschutz Medical campus is suspended beginning end of business day on Friday, December 22 through Monday, January 1, resuming Tuesday, January 2. However, essential employees with clinical responsibilities and other critical functions may be required to be on campus during the winter Holiday Closure.

How do I know if I am considered essential personnel?

You are considered essential if you work in any University of Colorado Hospital or Children's Hospital Colorado space during this period, 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 personnel card or it has been designated in your offer letter (i.e., facilities, police, etc.). You may choose alternate days before 6/30/2024 with your supervisors' approval. If you are unsure if your position is considered essential, you can ask your supervisor or HR business partner.

Who will receive the additional administrative leave?

All regular staff and faculty who receive holiday time will receive the additional administrative leave during the winter holiday break, pro-rated for part time.

I am a working retiree, do I receive the additional administrative leave?

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

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

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

I am a monthly/hourly employee, do I receive the additional paid leave time?

Yes, if you are in a regular (not temporary) status. The additional holiday leave is pro-rated based on hours worked in the month the leave is granted. You will use the same calculation that you do for holiday pay.

If I already have approved vacation time during this time, how will it work?

Employees already on approved vacation, sick or other type of paid leave may use the additional administrative leave on those days. If you use My.Leave, you would delete your vacation request.

How will time be recorded?

The additional time should only be recorded in PeopleSoft HCM / My.Leave.

- The 25th and 26th of December and January 1st will be updated to official holidays on your MyLeave and should not require any additional entry on the employee's behalf.
- The 27th, 28th, and 29th of December should be recorded as "Administrative Leave" time taken with a note "Holiday Closure" in the description field.

I am on the CU Anschutz schedule using My.Leave, how do I enter the additional time?

In My.Leave, enter the Earnings code: Administrative Leave; Status: Mark as "submit a request"; Description: Holiday Closure. DO NOT select Holiday (HOL) in the earnings code, as this will create a double payment for the employee.

When must the additional time be used?

If you work on the CU Anschutz Medical Campus, you must use the time between December 25, 2023 – January 1, 2024. If you work in any University of Colorado Hospital or Children's Hospital Colorado space during this period, are responsible for patient care and clinical operations in another site of practice, or you are designated as essential personnel, you may choose alternate days before 6/30/2024 with your supervisors' approval.

Can I start my unit's holiday closure leave prior to close of business on December 22?

No. You cannot use the time before the holiday closure is granted.

I work in a Consolidated Unit and using My.Leave, 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 My.Leave (or other time system).

I use a different time keeping system than My.Leave, how do I enter the additional holiday leave time?

Check with your department HR business partner.

If I am unable to take this additional time, what happens?

If you are unable to take the additional administrative leave time within the parameters outlined, you will lose the additional time.

Is there an eligibility date for new hires to receive the hours of paid time?

No. If a new employee is hired prior to this time, they are eligible to receive the additional hours of paid time.

How does this effect essential employees?

Essential employees will work with their supervisors to schedule the additional paid time off that is most effective for operations and scheduling. They will have until June 30, 2024, to use this additional time off. Additional time off will be counted toward overtime for those that are designated as essential staff.

Does an employee who terminates during the month of December receive the additional administrative leave (prorated for part-time employees)?

No – employees who terminate before the additional administrative leave days are not granted any hours. Employees who terminate after the additional leave days will receive the full amount (prorated for part-time employees) of additional holiday leave.

How is additional administrative leave applied when it falls on the scheduled work day of an employee who works a flextime schedule of more than eight hours a day?

The employee receives the day off (eight hours of additional administrative leave), but must either be charged vacation for the hours normally worked that day over eight hours, work the extra time another day of the same week, or revert to a schedule of eight hours a day for the five days of that week, or be docked for those unpaid hours of time.

Do employees out on paid FMLA, parental leave, family medical or injury leave receive the additional administrative leave?

Yes. Additional administrative leave is given during this time. If the employee is on paid status and on FMLA the department will still track the hours used for FMLA. If the employee is using Paid Parental leave the additional administrative leave will not count against their balance at that time.

Do employees on unpaid leave in the entire month in which the additional administrative leave days are observed receive the hours?

No. Employees who have unpaid leave for the entire month do not receive the additional administrative leave or holiday pay.

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

Yes. Employees who work any day in the month, would receive the additional leave time for that month, prorated just as for part-time employees and for paid days within the month.

Do employees out on short-term disability receive the additional leave?

No. These employees do not receive the additional leave because they are paid through their short-term disability benefits. They are considered on unpaid leave through the University.

How will this impact classified employees?

Appointing authorities (CU Anschutz Chancellor) may designate alternative holiday schedules for the fiscal year. Classified employee will receive the equivalent of the full complement of holidays for the 2023-24 fiscal year and beyond. 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.

- **Holiday Pay for Observed Holiday Not Worked**
Employees shall receive 8 hours (prorated for permanent part-time employees) of paid holiday leave at their regular base rate of pay for each State observed holiday (or campus designated alternate holiday) not worked. Employees on short-term or long-term disability at the time of a

holiday will continue to be paid through the disability benefit. There is no additional holiday pay.

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

Who can I contact with additional questions?

The HR Employee Relations Team can answer further questions not captured here. Email at: ERP.Communications@cuanschutz.edu.

The HR Operations Team can answer further questions not captured here. Email at: Human.Resources@cuanschutz.edu.

Your department HR contacts can answer time entry guidance specific to your unit, including entering time in systems other than My.Leave

- *School of Medicine HR Team email at: SOM.HR@ucdenver.edu*
- *School of Dental Medicine HR Team email at: SDMHR@cuanschutz.edu*
- *[Other Department HR Contacts](#)*

Please note the holiday calendar varies from year to year. Information pertaining to FY24-25 will be made available at a later date.