校内行政政策

政策标题：假期

政策编号：4018

功能区域：人力资源

生效日期：2006年6月1日

上次审核日期：2019年5月22日

计划审查日期：2026年7月1日

替代政策：2005年6月1日的假期政策

批准人：Gregory V. Stieghmann, MD

准备人：人力资源助理副校长

审查办公室：大学执行副校长兼行政和财务总裁，大学医疗校区首席财务官；大学丹佛分校行政和财务副总裁兼首席财务官

负责官员：人力资源助理副校长

适用范围：CU医疗校区

CU丹佛校区

A. 引言

大学医疗校区政策关于假期的政策确立了所有普通假期和交替假期参数，这些假期对不同员工工作地点和单位的不同员工有效。

B. 政策声明

1. 根据财政年度的七月一日开始， Tracks  从CU医疗校区|安舒茨医疗校区的假期

2. 员工将不会被授予超过10个假期，并且根据财政年度的假期将为兼职员工予以调整

3. 监督必须授予和安排假期，以符合这个政策

C. 假期认定过程
1. Common Holidays
   
   a. Both campuses will observe six (6) national and state holidays during the fiscal year. Campus offices not designated as essential services will be closed on these holidays:

      Memorial Day
      Independence Day
      Labor Day
      Thanksgiving
      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.

   c. Prior to the beginning of each fiscal year and with the Chancellors’ approval, the Human Resources Office will communicate the official campus holiday schedule.

2. Alternate/Floating Holidays
   
   a. During the fiscal year, the campuses will observe four (4) alternate/floating holidays, in addition to the six common holidays designated above. Most campus offices will be open on these holidays, as they are observed at different times by location or unit.

      Martin Luther King Day
      Presidents Day
      Columbus Day
      Veterans Day

   b. Units specifically serving CU Denver and its colleges and schools will observe the alternate/floating holidays during the last week of December.

   c. Units specifically serving the CU Anschutz Medical Campus and its schools will observe the alternate/floating holidays on Martin Luther King Day, Presidents Day, the day after Thanksgiving and a specified day near or adjacent to Christmas (usually the day before), as scheduled each year based on the calendar.

   d. Consolidated CU Denver | Anschutz units serving the campus at-large will remain open on the days identified above and each employee will request either CU Denver or CU Anschutz Medical Campus schedule for the fiscal year. Unit heads will approve these schedules and any other accompanying
leave such that adequate office/service coverage is provided. Any exceptions which would result in the closure of a consolidated department must be approved by the appropriate vice chancellor.

e. 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.

f. 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.

g. Employees who work on alternate/floating holidays will take holiday leave at other times during the fiscal year pending supervisory approval.

h. 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.

3. Cesar Chavez Day

Employees may request to substitute Cesar Chavez Day for any one of the holidays listed above. This is not an additional holiday, but can be granted by a supervisor as an alternate holiday within the same fiscal year.

D. GRANTING AND SCHEDULING HOLIDAY LEAVE

In recognition of the varied operational requirements of CU Denver | Anschutz departments, schools and colleges, flexibility in the scheduling of holiday leave is provided as follows:

1. CU Denver | Anschutz 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:

      (i) be charged annual leave for the hours they would have normally worked that day over 8 hours; or

      (ii) work the extra time another day of the same week; or

      (iii) 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 CU Denver | Anschutz designated and floating 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.

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.

3. Initial Policy Effective Date: June 1, 2005

4. Cross References/Appendix:
   • State Personnel Rule 5-10