



UNIVERSITY OF
DENVER

**UNIVERSITY OF DENVER
POLICY MANUAL
HOLIDAY LEAVE POLICY**

Responsible Department(s): Provost, Vice Chancellor for Business and Finance

Recommended By: G. Kvistad, C. Woody

Approved By: Chancellor Coombe

Policy Number
3.40.050

Effective Date:
June 8, 2007

1. Policy

- A. The following holidays will be observed by the University:

New Years Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Winter Break (the last five week days of the calendar year)

- B. If a holiday falls on a Saturday, it will be observed on Friday. If a holiday falls on a Sunday, it will be observed on a Monday.
- C. Those employees required to work on any University holiday due to departmental needs will be allowed to take the holiday(s) before the ensuing June 30th at the mutual convenience of the employee and their department.
- D. The University recognizes that employees may observe religious holidays at times through out the year that are not reflected in subsection A. above. Those employees may notify their supervisors no less than one week in advance of their desire to be absent to observe the holiday. This time may, at the option of the employee, be taken off without pay or charged to the employee's accumulated vacation.