

 <b>UNIVERSITY of DENVER</b>	<b>UNIVERSITY OF DENVER POLICY MANUAL HOLIDAYS</b>		
<p><b><u>Responsible Department:</u></b> Office of Human Resources and Inclusive Community  <b><u>Recommended By:</u></b> Provost and Vice Chancellor for Human Resources and Inclusive Community  <b><u>Approved By:</u></b> Chancellor</p>	<p><b><u>Policy Number</u></b> HRIC 3.40.050</p>	<p><b><u>Effective Date</u></b> 8/16/2021</p>	

**I. INTRODUCTION**

This Policy sets forth the holidays observed by the University and the manner in which such holidays will be observed.

**II. POLICY OVERVIEW**

The following holidays will be observed by the University:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day after Thanksgiving
9. Winter Break (the last five weekdays of the calendar year)

**III. PROCESS OVERVIEW**

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.

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 30<sup>th</sup> at the mutual convenience of the employee and their department.

The University recognizes that employees may observe religious holidays at times

throughout the year that are not reflected in Section II above. Employees may request a religious accommodation by notifying their supervisors with as much notice as possible, preferably at least seven days in advance, of their desire to be absent to observe a religious holiday. The staff member may, at their option, use vacation or take unpaid leave for the time off, or with their supervisor's permission make up the time through an alternative work schedule. If a faculty member's absence involves missing class, the faculty member must provide the alternative arrangement for their absence such as holding a make-up class, having a guest speaker, or having another substitute instructor. Supervisors should grant the request for the time off, unless providing the religious accommodation would create an undue hardship in conducting the business of the University.

#### IV. DEFINITIONS

None

<b>Revision Effective Date</b>	<b>Purpose</b>
<i>8/16/2021</i>	<i>Minor revisions to add Juneteenth and align policy with practice</i>