

 <b>UNIVERSITY of DENVER</b>	<b>UNIVERSITY OF DENVER POLICY MANUAL HOLIDAYS</b>	
<b><u>Responsible Department:</u></b> Human Resources and Inclusive Community <b><u>Recommended By:</u></b> Provost, VC Human Resources <b><u>Approved By:</u></b> Chancellor	<b><u>Policy Number</u></b> HRIC 3.40.050	<b><u>Effective Date</u></b> 10/26/2022

## 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. The half day after the Holiday Party\*
10. Winter Break (the last five weekdays of the calendar year)

*\*The Holiday Party half day may be rescheduled if required by University operations.*

### 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. 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.

### IV. DEFINITIONS

A. **“Holiday Party”** means the campus holiday party held in December of each calendar year.

<b>Revision Effective Date</b>	<b>Purpose</b>
<i>6/28/2021</i>	<i>Minor revisions and add Juneteenth</i>
<i>10/26/2022</i>	<i>Minor revision to add the .5 day after the Holiday Party</i>