

## Holiday Schedule

### Fiscal Years 2023 – 2024 CU Anschutz Medical Campus

Fiscal Year 2022 - 2023	Fiscal Year 2023 - 2024
July 4, 2022	July 4, 2023
September 5, 2022	September 4, 2023
November 24, 2022	November 23, 2023
November 25, 2022	November 24, 2023
December 26, 2022*	December 22, 2023
December 27, 2022	December 25, 2023
December 28, 2022**	January 1, 2024
December 29, 2022**	January 15, 2024
December 30, 2022	February 19, 2024
January 16, 2023	May 27, 2024
February 20, 2023	
May 29, 2023	

\*Holiday falls on a weekend; the date the holiday is observed is moved to business day

\*\* These indicate revised dates for the CU Anschutz Medical Campus as per Chancellor Elliman's communication issued on 9/26/2022.

When entering time, employees should **not** select the earning code "HOL" for December 28 and 29. Instead, most employees will record these two dates as **Administrative Leave**.

Essential personnel and those employees with clinical responsibilities and other critical functions requiring them to be on campus during that week will receive equivalent administrative and holiday leave to take at a more convenient time, in coordination with their supervisor, prior to the end of the fiscal year on June 30, 2023.

#### **Juneteenth Personal Observance Day** (CU Anschutz Medical Campus and CU Denver)

For the fiscal year ending June 30, 2022, eligible faculty and staff will have an additional holiday to use as a **paid personal day of observance**, which may be used in observance of Juneteenth or on another day of the employee's choosing. Eligible employees may use this day with their supervisor's approval any time **before** December 31, 2022. In the fiscal year ending June 30, 2023, employees may use their personal observance day **before** June 30, 2023.

**Definitions:**

- **CU Anschutz Medical Campus:** Holidays observed by units specifically serving the CU Anschutz Medical Campus and its schools and colleges. holidays observed by units specifically serving CU Anschutz Medical Campus and its schools and colleges. If employees have critical clinical, research, teaching, or other responsibilities that require they work a given holiday, they will be given an alternative day off.
- **Consolidated Units:** Consolidated units serving both CU Denver and CU Anschutz Medical Campus remain open on campus-specific holidays; each employee will request either the CU Denver Campus or CU Anschutz Medical Campus holiday schedule for the fiscal year. Typically, if the employee has a primary campus, they select that campus holiday schedule. Employees should indicate their holiday schedule via the portal under My Info and Pay/My Leave/Preferences/Holiday Schedule.

For more information and guidance on administering holiday leave, reference Administrative Policy Statement 4018: Holidays.