

## CU Anschutz Medical Campus Holiday Schedule

FY 2024-25 | FY 2025-26

### Fiscal Years 2024 – 25

2024 Date	Day	Holiday
July 4	Thursday	Independence Day
July 5 **	Friday	Governor’s Holiday Administrative Leave
September 2	Monday	Labor Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Day after Thanksgiving in lieu of Mother Cabrini Day
December 23	Monday	Holiday Administrative Leave
December 24	Tuesday	Christmas Eve in lieu of Veterans Day
December 25	Wednesday	Christmas Day
December 26	Thursday	Holiday Administrative Leave
December 27	Friday	Holiday Administrative Leave

2025 Date	Day	Holiday
January 1	Wednesday	New Year’s Day
January 20	Monday	Martin Luther King Jr. Day
February 17	Monday	Presidents Day
May 26	Monday	Memorial Day

Personal Observance Day	To be used by June 30, 2025	In lieu of Juneteenth Day
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\*\* These are revised dates for the CU Anschutz Medical Campus as per Chancellor Elliman's communications.

When entering time, employees should *not* select the earn code **HOL** for July 5. Instead, most employees will record these three dates as **Administrative Leave**.

Essential personnel and those employees with clinical responsibilities requiring them to be on campus on a designated holiday will receive equivalent administrative leave to take at an alternate time, in coordination with their supervisor, prior to the end of the fiscal year.

### Fiscal Years 2025 – 26

2025 Date	Day	Holiday
July 4	Friday	Independence Day
September 1	Monday	Labor Day
November 27	Thursday	Thanksgiving Day
November 28	Friday	Day after Thanksgiving in lieu of Mother Cabrini Day
December 22	Monday	Holiday Administrative Leave
December 23	Tuesday	Holiday Administrative Leave
December 24	Wednesday	Christmas Eve in lieu of Veterans Day
December 25	Thursday	Christmas Day
December 26	Friday	Holiday Administrative Leave

2026 Date	Day	Holiday
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January 1	Thursday	New Year's Day
January 19	Monday	Martin Luther King Jr. Day
February 16	Monday	Presidents Day
May 25	Monday	Memorial Day
Personal Observance Day	To be used by June 30, 2026	In lieu of Juneteenth

Essential personnel and those employees with clinical responsibilities requiring them to be on campus on a designated holiday will receive equivalent administrative leave to take at an alternate time, in coordination with their supervisor, prior to the end of the fiscal year.

## Juneteenth Personal Observance Day

Employees may choose to celebrate the Juneteenth holiday on the national designation date (June 19<sup>th</sup>) *or* choose a date of personal significance to them, in coordination with their supervisor, and taken by the end of the fiscal year in which the floating holiday falls.

- Use of the personal observance day should be made in consultation with your supervisor.
- Requests should be made in advance, by entering the earnings code Personal Observance Day in your My Leave. If your department doesn't use My Leave, please check with your department HR liaison on how to track the time.
- Employees who leave the university at any time during the year will be able to use the personal observance day before they depart. The day would not be paid out if an employee does not take it.

## 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



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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 employee 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.