



TO: All Employees
FROM: Human Resources
SUBJECT: Holiday Schedule

Several years ago, the University (as a part of the AHEC Board) adopted an alternate Holiday Schedule in conjunction with the academic calendar in order to coincide with class scheduling. In other words, the University would recognize and observe certain dates as official University holidays when students are not on campus, all facilities are closed, and no services are available.

The following schedule is the University's Holiday Schedule for 2016, 2017 and 2018 for all benefit-eligible employees:

2016 Holiday Schedule

Friday, January 1, 2016 (New Year's Day)
Monday, May 30, 2016 (Memorial Day)
Monday, July 4, 2016 (Independence Day)
Monday, September 5, 2016 (Labor Day)
Thursday, November 24, 2016 (Thanksgiving Day)
Monday, December 26, 2016 (Christmas Day)
Tuesday, December 27, 2016 (in lieu of Columbus Day)
Wednesday, December 28, 2016 (in lieu of Veterans' Day)
Thursday, December 29, 2016 (in lieu of Martin Luther King Jr. Day)
Friday, December 30, 2016 (in lieu of President's Day)

2017 Holiday Schedule

Monday, January 2, 2017
Monday, May 29, 2017
Tuesday, July 4, 2017
Monday, September 4, 2017
Thursday, November 23, 2017
Monday, December 25, 2017
Tuesday, December 26, 2017 (in lieu of Columbus Day)
Wednesday, December 27, 2017 (in lieu of Veterans' Day)
Thursday, December 28, 2017 (in lieu of MLK Jr. Day)
Friday, December 29, 2017 (in lieu of President's Day)

2018 Holiday Schedule

Monday, January 1, 2018
Monday, May 28, 2018
Wednesday, July 4, 2018
Monday, September 3, 2018
Thursday, November 22, 2018
Tuesday, December 25, 2018
Wednesday, December 26, 2018 (in lieu of Columbus Day)
Thursday, December 27, 2018 (in lieu of Veterans' Day)
Friday, December 28, 2018 (in lieu of Martin Luther King Jr. Day)
Monday, December 31, 2018 (in lieu of President's Day)
Tuesday, January 1, 2019 (New Year's Day)

By adopting an alternate holiday calendar, the dates indicated are the official, observed holidays for employees of the University regardless of holidays that may be designated by other State or Federal agencies. Permanent full-time benefit eligible employees are granted up to eight hours of holiday leave. Leave will be prorated for employees working less than 1.0 full time equivalent. Employees working flex schedules of more than eight hours in a work day must request annual leave for the additional hours beyond the eight hour holiday leave or must adjust their work schedule during the week of the observed holiday to make up the difference in hours. Employees having unpaid leave in a month with a holiday must be in paid status the scheduled work day before or after the holiday in order to receive a prorated portion of the holiday. The holiday is prorated based on the percentage of time worked or in paid status for the month.

If you have any questions, please contact Human Resources at 303-556-3120 or humanresources@msudenver.edu.