

To: Deans, Directors, and Department Heads  
From: Carol J. Shirey, Director of Human Resource Services  
Subject: 2007-2008 Holiday Schedule

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The State Personnel Board has given academic institutions the authority to substitute days that coincide with the academic schedule for the 10 legal holidays. Further, individual departments whose responsibilities dictate unusual work schedules may establish holiday schedules which deviate from the University's schedule (see pages 3-18 and 3-19 of the Human Resource Services Manual).

Note: The 2001 State Legislature designated March 31 as Caesar Chavez day. However, this day was not added as a paid state holiday. Employees and departments interested in additional information on Caesar Chavez day should contact Human Resource Services or review the material under the Benefits Section of the HRS website.

Following is Colorado State University's Holiday schedule for the 2007-2008 fiscal year:

Wednesday, July 4, 2007  
Monday, September 3, 2007  
Thursday, November 22, 2007  
Friday, November 23, 2007  
Monday, December 24, 2007  
Tuesday, December 25, 2007  
Wednesday, December 26, 2007  
Tuesday, January 1, 2008  
Monday, January 21, 2008  
Monday, May 26, 2008

Hourly employees are not entitled to payment for holidays unless work is actually performed on the day of observance.

Time off for employees to participate in religious services (e.g., Good Friday) should be charged to annual leave or time must be made up by rearrangement of the work schedule within the same workweek. Free time off for religious services is not authorized (Governor's Executive Order dated December 1, 1972).