To: Deans, Directors, and Department Heads

From: Tony DeCrosta, Chief Human Resource Officer

Subject: 2012-2013 Holiday Schedule

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).

Following is Colorado State University’s Holiday schedule for the 2012-2013 fiscal year:

Wednesday, July 4, 2012
Monday, September 3, 2012
Thursday, November 22, 2012
Friday, November 23, 2012
Monday, December 24, 2012
Tuesday, December 25, 2012
Wednesday, December 26, 2012
Tuesday, January 1, 2013
Monday, January 21, 2013
Monday, May 27, 2013

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).

Note: The 2001 State Legislature designated March 31 as Cesar 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.