

**THE METROPOLITAN STATE COLLEGE of DENVER**

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

Several years ago our Holiday Schedule became a part of our academic calendar and an alternate Holiday Schedule was created to coincide with class schedules. In other words, the college would recognize and observe certain dates as official school holidays when no students would be on campus, all facilities could be closed, and no services had to be provided.

The following schedule is Metropolitan State College of Denver's Alternate Holiday Schedule for 2006, 2007, 2008, and 2009:

2006		2007	
January 2	December 25	January 1	December 25
May 29	December 26	May 28	December 26
July 4	December 27	July 4	December 27
September 4	December 28	September 3	December 28
November 23	December 29	November 22	December 31

  

2008		2009	
January 1	December 25	January 1	December 25
May 26	December 26	May 25	December 28
July 4	December 29	July 3	December 29
September 1	December 30	September 7	December 30
November 27	December 31	November 26	December 31

As in the past, some employees of the College may be required to work on holidays listed on our Holiday Schedule. These employees will be given another day off for each day worked at a time to be determined by the supervisor and the employee to compensate them for any holidays worked.

Permanent full-time employees are granted up to eight hours, prorated for part-time work or unpaid leave in the month, to observe each legal holiday designated by law, the Governor, or the President, unless the employee separates before the holiday. Department heads have the discretion to grant employee requests to observe Cesar Chavez day, March 31, in lieu of another holiday in the same fiscal year. When granting the request, the department must be open and at least minimally operational for both days and the employee must have work to perform.

If you have any questions, please contact Human Resources at 6-3120.