

Frequently Asked Questions (FAQ's)

Governor's July 3rd Holiday

Overview

These frequently asked questions have been developed to support State employees in understanding the administrative leave day granted by the governor, known as a governor's holiday.

General Information

State Offices Closed - Monday, July 3, 2023

Q: What is the governor's holiday?

A: It is administrative leave the governor grants to State employees during the holidays. The intent is to reward all permanent, full-time and part-time State employees with time off in the spirit of a holiday(s) and to show appreciation for State service.

Q: What day off is the governor granting for 2023?

A: The governor has designated and granted the day before Independence Day holiday as a governor's holiday.

Legal Holiday Observed Every Year
Independence Day - July 4

Additional Day Granted for 2023
Monday before Independence Day - July 3

Q: Why is the governor's holiday granted in the form of administrative leave?

A: Pursuant to C.R.S. 24-11-101.(1), eleven legal holidays (including Juneteenth) are observed and "...any day appointed or recommended by the governor of this state, or the president of the United States, as a day of fasting or prayer or thanksgiving, are hereby declared to be legal holidays..."

Given that the aforementioned day off declared by the governor is not a holiday as defined by statute, administrative leave is granted pursuant to rule because an appointing authority can release employees from their official duties for the good of the State and recognize employees for their special accomplishments.

Q: How should I request the governor's holiday in our agency's manual or automated time and leave tracking systems?

A: The governor's holiday is administrative leave and should be tracked as administrative leave. Please adhere to the directions provided by your human resources or payroll office.

Q: If I have already requested annual leave and the leave was approved for July 3rd, do I have to go into UKG and cancel?

A: Yes, if you already have approved annual leave for July 3rd, you will need to go into UKG and cancel that leave request to receive the administrative leave.

Q: Do I receive the entire eight (8) hours (prorated for part-time employees) of administrative leave on July 3, 2023, if I started working in June?

A: Employees hired and originally scheduled to work when the administrative leave is observed are granted eight (8) hours (prorated for part-time employees) of paid administrative leave.



Q: Does an employee who terminates during the month receive the entire eight (8) hours (prorated for part-time employees) of administrative leave for July 3, 2023?

A: Employees who terminate before the administrative leave day is observed are not granted eight (8) hours of administrative leave. Employees who terminate after the administrative leave day is observed will receive the full eight (8) hours (prorated for part-time employees) of administrative leave.

Q: I am an essential employee and am scheduled to work on July 3, 2023. Will I receive an alternate day off to use the eight (8) hours (prorated for part-time employees) of administrative leave?

A: Employees in essential positions who cannot take the Monday before Independence Day off will be allowed to use the eight (8) hours (prorated for part-time employees) of administrative leave. The leave must be used by the end of the fiscal year.

Q: I am an essential employee and my schedule does not allow for me to take an alternate day off before the end of the fiscal year. Will I lose the alternate day off?

A: Employees in essential positions should strive to take the alternate day off as soon as practicable as the time will be lost if not taken before the end of the fiscal year.

Q: If I terminate before I can take an alternate day off, is the administrative leave paid out?

A: Administrative leave is not paid out at termination so employees need to take an alternate day off as soon as practicable before the end of the fiscal year.

Q: Does the administrative leave apply to temporary employees?

A: Temporary employees are not eligible for holiday pay, leave or benefits pursuant to statute and do not report to work when offices are closed.

Q: How is the administrative leave applied if it falls on my scheduled work day of more than eight (8) hours a day?

A: Employees receive the day (eight (8) hours administrative leave) off, but must either be charged annual leave for the hours normally worked that day over eight (8) hours, work the extra time another day of the same week, or revert to a schedule of eight (8) hours a day for the five (5) days of that week.

Q: How is the administrative leave applied if it falls on my flex day when I am not scheduled to work?

A: Employees must be granted another day (eight (8) hours of administrative leave) off at a time determined by the appointing authority prior to the end of the fiscal year. If the employee works more than eight (8) hours a day, annual leave for the hours normally worked that day over eight (8) hours must be charged, work the extra time another day of the same week, or revert to a schedule of eight (8) hours a day for the five (5) days of the week.

Q: Do employees with unpaid leave in the month in which the administrative leave day is observed receive the eight (8) hours of administrative leave?

A: Employees who have unpaid leave and are not out on short-term disability receive the eight (8) hours (prorated for part-time employees) of administrative leave.

Q: If I am suspended and on leave without pay for a period of days that includes the administrative leave, am I paid for the administrative leave day?

A: Employees on unpaid disciplinary suspension do not receive administrative leave. This is consistent with the application of holidays for disciplinary suspensions.



Q: Do employees out on FMLA, State family medical leave or injury leave receive the administrative leave?

A: Yes, the administrative leave is applied on the days the administrative leave is observed.

Q: Do employees out receiving short or long-term disability payments receive the administrative leave?

A: No, the employees do not receive the administrative leave because they are paid through the disability benefits.

If you have any questions or are in need of additional information,
please contact OHR.