**These frequently asked questions have been developed to support state employees in understanding the administrative leave days and early release granted by the Governor, known as a Governor’s Holiday.**

**Q: What is the Governor’s Holiday?**

A: The Governor grants administrative leave 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 the holidays and to show appreciation for state service.

**Q: What days off is the Governor granting for the 2019 holiday season?**

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| **Legal Holidays Observed Every Year** | **Additional Days Granted for 2019**  |
| Thanksgiving Day - Nov. 28 | Friday after Thanksgiving - Nov. 29 |
| Christmas Day - Dec. 25 | Christmas Eve - Dec. 24 |
| New Year’s Day - Jan. 1 | New Year’s Eve early release at 2:00pm - Dec. 31 |

**Q: Why is the Governor’s Holiday granted in the form of administrative leave?**

A: Pursuant to C.R.S. 24-11-101.(1) ten legals holidays 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 days off declared by the Governor are not holidays 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.

**State Offices Closed - Friday, November 29 & Tuesday, December 24**

**Q: How should I request the two Governor’s Holidays 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: Do I receive the entire eight hours (prorated for part-time employees)** **of administrative leave on November 29 if I started working in late November?**

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

#### **Q: Does an employee who terminates during the month receive the entire eight hours (prorated for part-time employees) of administrative leave for November 29?**

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

#### **Q: Do I receive the entire eight hours (prorated for part-time employees) of administrative leave on December 24 if I started working in late December?**

A: Employees hired and working when the administrative leave is observed are granted eight hours (prorated for part-time employees) of administrative leave.

#### **Q: Does an employee who terminates during the month receive the entire eight hours (prorated for part-time employees)** **of administrative leave for December 24?**

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

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#### **Q: I am an essential employee and scheduled to work Friday, November 29th and/or Tuesday, December 24th. Will I receive an alternate day off to use the eight hours (prorated for part-time employees) of administrative leave?**

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A: Employees in essential positions who cannot take the Friday after Thanksgiving off and/or Tuesday, December 24th, will be allowed to use the eight hours (prorated for part-time employees) of administrative leave. The leave must be the end of the fiscal year.

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

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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 hours a day?**

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

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

A: Employees must be granted another day (eight hours 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 hours a day, annual leave for the hours normally worked that day over eight hours must be charged, work the extra time another day of the same week, or revert to a schedule of eight hours a day for the five days of the week.

**Q: Do employees with unpaid leave in the months in which the administrative leave days are observed receive the eight hours of administrative leave?**

A: Employees who have unpaid leave and are not out on short-term disability receive the eight 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 include 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 on short-term disability receive the administrative leave?**

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

**Early Release, State Offices Closed - Tuesday, December 31**

**Q: How should the three hours (prorated for part-time employees) for the early release office closure be coded in our manual or automated time and leave tracking systems?**

A: The three hours (based on standard work hours) should be granted and tracked as administrative leave. If an employee works from 7 a.m. to 4 p.m., two hours of administrative leave is granted with one hour of administrative leave remaining to be used before the end of the fiscal year. If business needs allow, the appointing authority can allow and/or ask the employee to take the full three hours the day of the early release.

 **Q: How should the three hours (prorated for part-time employees) of administrative leave be applied to those who are out sick or have requested annual leave?**

A: Employees out on annual leave or sick leave use three hours of administrative leave and the remaining number of hours of annual leave or sick leave is requested accordingly.

**Q: How should the three hours (prorated for part-time employees) of administrative leave be granted for those employees required to work during the early release/office closure?**

A: Employees should be given three hours of administrative leave to use on another day by the end of the fiscal year.

#### **Q: What about essential employees who will not be able to leave work for the early release office closure?**

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#### A: Employees in essential positions who cannot leave work are granted three hours of administrative leave to use by the end of the fiscal year.

#### **Q: Are temporary employees eligible for the three hours administrative leave?**

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

**Q: How is the three hours (prorated for part-time employees) of administrative leave applied when it falls on the day the employee is not scheduled to work (e.g. flex day)?**

A: The employee must be granted the three hours of administrative leave to be used at a time determined by the appointing authority by the end of the fiscal year.

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

A: Yes, three hours of administrative leave is applied on the day it is to be observed.

**Q:**  **Do employees out on military or bereavement leave use three hours (prorated for part-time employees) of administrative leave or have three hours of administrative leave to use at a later date?**

A: Yes, three hours of administrative leave is applied on the day it is to be observed.

**Q: Do employees out on short-term disability receive the administrative leave?**

A: No, the employees do not receive the three hours of administrative leave because they are paid through the short-term disability benefits.