



*Office of Human Resource Services*

**MEMORANDUM**

DATE: 9/3/19

TO: All UNC Faculty, Exempt Administrators, and Classified Staff

FROM: Marshall Parks, Director of Human Resources

SUBJECT: Revised UNC Holiday Schedule for 2019

The State of Colorado identifies ten holidays for all government institutions. Rules provide for agencies to adopt an alternate holiday schedule. The University of Northern Colorado has traditionally subscribed to an alternate holiday schedule. Below is the holiday schedule for all UNC Employees for calendar year 2019

<u>Date</u>	<u>Day</u>	<u>Holiday</u>	<u>University Access</u>
12/31/2018	Monday	Substitute Governors Day (2017)	Closed
1/1/2019	Tuesday	New Year's Day	Closed
1/21/2019	Monday	Dr. Martin Luther King Jr., Day	Closed
2/18/2019	Monday	Presidents' Day	Open
5/27/2019	Monday	Memorial Day	Closed
7/4/2019	Thursday	Independence Day	Closed
9/2/2019	Monday	Labor Day	Closed
10/14/2019	Monday	Columbus Day	Open
11/11/2019	Monday	Veterans Day	Open
11/28/2019	Thursday	Thanksgiving Day	Closed
11/29/2019	Friday	Substitute Columbus Day	Closed
12/23/2019	Monday	Substitute Presidents' Day	Closed
12/24/2019	Tuesday	Substitute Veterans Day	Closed
12/25/2019	Wednesday	Christmas Day	Closed
12/26/2019	Thursday	Substitute Governors Day (2018)	Closed
12/27/2019	Friday	Substitute Governors Holiday	Closed
12/30/2019	Monday	President Admin Leave Day	Closed
12/31/2019	Tuesday	President Admin Leave Day	Closed
1/1/2020	Wednesday	New Year's Day	Closed

**Note:** Departments that are required to maintain coverage during the above scheduled holidays may adopt an alternate holiday schedule for those employees required to work a holiday. Any variance from the designated University holiday schedule must be submitted to Human Resources. If you have any questions please contact Human Resources at 1-2718.