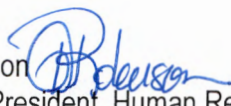




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MEMORANDUM

TO: All Employees
FROM: Deborah Roberson 
Associate Vice President, Human Resources
DATE: January 22, 2019
SUBJECT: Holiday Calendar, January 2019 – December 2019

Below is the University's holiday schedule for the 2019 Calendar Year:

2019 Holidays:

- | | |
|----------------------------------|--------------------------------------|
| Tuesday, January 1, 2019 | New Year's Day |
| Monday, January 21, 2019 | Martin Luther King, Jr. Day |
| Monday, April 1, 2019 | Cesar Chavez Day |
| Monday, May 27, 2019 | Memorial Day |
| Thursday, July 4, 2019 | Independence Day |
| Monday, September 2, 2019 | Labor Day |
| Monday, November 11, 2019 | Veterans Day |
| Thursday, November 28, 2019 | Thanksgiving Day |
| <u>Friday, November 29, 2019</u> | <u>Campus closed, not a holiday*</u> |
| Wednesday, December 25, 2019 | Christmas Day |
| Thursday, December 26, 2019 | (In lieu of President's Day) |
| Friday, December 27, 2019 | (In lieu of Lincoln's Birthday) |
| Monday, December 30, 2019 | (In lieu of Admission Day) |
| Tuesday, December 31, 2019 | (In lieu of Columbus Day) |

Note: Wednesday, January 1, 2020 is the date the Campus will have off to celebrate the New Year.

* The campus will close on Thanksgiving Day and the day after Thanksgiving so employees can enjoy the holidays. **The day after Thanksgiving is a non-paid campus closure day. However, employees may exercise options that will allow them to get paid.** Each employee covered by a collective bargaining agreement should review the holiday article in their contract. All of the CSU System contracts can be viewed at the following site: <http://www.calstate.edu/hr/employee-relations/>. If you review your contract and still have a question, please contact your MPP manager who will provide you with assistance.

Religious Holidays:

To observe religious holidays not designated by the State of California as official holidays, employees may use accumulated leave time, i.e. vacation, personal holiday or compensatory time off. Within operational needs for the staffing of the department, supervisors are encouraged to permit employees to use such leave time for religious purposes.