

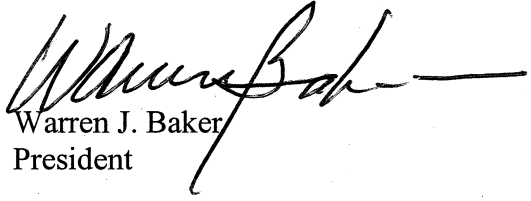
State of California
Memorandum

CAL POLY

SAN LUIS OBISPO
 CA 93407

To: Cal Poly State Employees

Date: November 14, 2008

From: 
 Warren J. Baker
 President

Copies: Robert Koob
 Lawrence Kelley
 Cornel Morton
 Sandra Ogren

Subject: Work Schedule for the 2009 Calendar Year

The following work schedule has been approved for the 2009 calendar year.* This schedule specifies holidays for Cal Poly State employees and provides for specific campus closures. All supervisors should be aware of and sensitive to the religious holiday obligations of our employees. Appropriate accommodations should be made to ensure to the fullest extent possible that employees have opportunities to express and exercise their religious beliefs. It is hoped that the 2009 work/holiday schedule, which combines a number of holidays with weekends, will increase the safety of those traveling and give an extra measure of recreation and relaxation throughout our busy year.

Wednesday, November 26, through Sunday, November 30, 2008	Academic holiday for academic year employees.
Thursday, November 27, and Friday, November 28, 2008	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, November 27, 2008, is Thanksgiving Day holiday. Friday, November 28, 2008 is designated for observance of the Lincoln's Birthday holiday (February 12, 2008).
Friday, December 5, 2008	Last day of Fall Term classes.
Monday, December 8, through Friday, December 12, 2008	Final examination period.
Saturday, December 13, 2008	Mid-Year Commencement. End of Fall Term.
Sunday, December 14, 2008 through Sunday, January 4, 2009	Academic holiday for academic year employees.
Wednesday, December 24, through Friday, December 26, 2008	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Wednesday, December 24, 2008 is designated for observance of the California Admission Day holiday (September 9, 2008). Thursday, December 25, 2008 is the Christmas Day holiday. Friday, December 26, 2008 is designated for observance of the Columbus Day holiday (October 13, 2008).
Monday, December 29, through Wednesday, December 31, 2008	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.

*Calendar dates for 2008 are listed as a courtesy. They were previously approved as part of the 2008 work schedule.

Thursday, January 1, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. New Years' Day holiday.
Monday, January 5, 2009	Beginning of Winter Term. Winter Term classes begin.
Monday, January 19, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Martin Luther King Jr. Birthday holiday.
Thursday, February 12, 2009	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday has been rescheduled to Friday, November 27, 2009.
Friday, February 13, 2009	Classes follow a Monday schedule.
Monday, February 16, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Washington's Birthday holiday (observed).
Friday, March 13, 2009	Last day of Winter Term classes.
Monday, March 16, through Friday, March 20, 2009	Final examination period.
Monday, March 23, 2009	Evaluation Day, End of Winter Term (faculty workday; no classes).
Tuesday, March 24, through Sunday, March 29, 2009	Academic holiday for academic year employees.
Monday, March 30, 2009	Beginning of Spring Term. Spring Term classes begin.
Tuesday, March 31, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Cesar Chavez Birthday holiday.
Monday, May 25, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Memorial Day holiday (observed).
Friday, June 5, 2009	Last day of Spring Term classes.
Monday, June 8, through Friday, June 12, 2009	Final examination period.
Saturday, June 13, 2009 Sunday, June 14, 2009	Commencement. End of Spring Term.
Monday, June 15, through Sunday, June 21, 2009	Academic holiday for academic year employees.

Monday, June 22, 2009	Beginning of the University Year. Beginning of Summer Term - classes begin.
Friday, July 3, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Independence Day holiday (observed).
Friday August 28, 2009	Last day of Summer Term classes.
Monday, August 31, through Friday, September 4, 2009	Final examination period.
Friday, September 4, 2009	End of Summer Term.
Saturday, September 5, through Sunday, September 13, 2009	Academic holiday for academic year employees.
Monday, September 7, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Labor Day holiday.
Wednesday, September 9, 2009	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Thursday, December 24, 2009.
Monday, September 14, 2009	Beginning of Fall Term (faculty only).
Monday, September 21, 2009	Instructional Planning Day.
Tuesday, September 22, 2009	Fall Term classes begin.
Monday, October 12, 2009	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Thursday, December 31, 2009.
Wednesday, November 11, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Veterans' Day holiday.
Wednesday, November 25, through Sunday, November 29, 2009	Academic holiday for academic year employees.
Thursday, November 26, and Friday, November 27, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, November 26, 2009, is Thanksgiving Day holiday. Friday, November 27, 2009 is designated for observance of the Lincoln's Birthday holiday (February 12, 2009).
Friday, December 4, 2009	Last day of Fall Term classes.
Monday, December 7, through Friday, December 11, 2009	Final examination period.

Saturday, December 12, 2009	Mid-Year Commencement. End of Fall Term.
Sunday, December 13, 2009 through Sunday, January 3, 2010	Academic holiday for academic year employees.
Thursday, December 24, and Friday, December 25, 2009	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, December 24, 2009 is designated for observance of the California Admission Day holiday (September 9, 2009). Friday, December 25, 2009 is the Christmas Day holiday.
Monday, December 28, through Wednesday, December 30, 2009	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Thursday, December 31, 2009 and Friday, January 1, 2010**	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, December 31, 2009 is designated for observance of the Columbus Day holiday (October 12, 2009). Friday, January 1, 2010 is the New Years' Day holiday.
Monday, January 4, 2010**	Beginning of Winter Term. Winter Term classes begin.
Monday, January 18, 2010**	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Martin Luther King Jr. Birthday holiday (observed).

When the campus is closed, supervisors should schedule employees to work only for emergency services or in situations where essential work is necessary. Personnel needed for emergency services and essential work may include those working in areas such as: police, maintenance, medical, agricultural, mail, payroll, accounting, biological areas and residence hall services, as well as other areas on an as-needed basis.

Only holidays specifically identified in the 2009 calendar year are considered official holidays. However, those employees wishing to observe other holidays are encouraged to make arrangements with their supervisors for desired time off which will be charged to the employee as appropriate. The Personal holiday day for 2009 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2009, or it will be lost.

**** PLEASE NOTE:** Certain collective bargaining agreements covering CSU employees are currently scheduled to expire prior to the last day indicated on this calendar. For employees in these bargaining units, any holiday(s) or campus closure(s) listed subsequent to the expiration of the current agreement(s) are tentative and subject to negotiations with the appropriate exclusive representative. The holidays listed for January 2010 are included in this Work Schedule for the 2009 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed. This document was prepared by Human Resources for the President's approval; questions can be directed to Human Resources at extension 6-2236.