


State of California
Memorandum



SAN LUIS OBISPO
 CA 93407

To: Cal Poly State Employees

Date: November 16, 2009

From: 
 Warren J. Baker
 President

Copies: R. Koob, L. Kelley, C. Morton, S. Ogren

Subject: Work Schedule for the 2010 Calendar Year

The following work schedule has been approved for the 2010 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 2010 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 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).
Friday, February 12, 2010	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday has been rescheduled to Friday, November 26, 2010.
Monday, February 15, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Washington's Birthday holiday (observed).
Tuesday, February 16, 2010	Classes follow a Monday schedule.
Friday, March 12, 2010	Last day of Winter Term classes.
Monday, March 15, through Friday, March 19, 2010	Final examination period.
Monday, March 22, 2010	Evaluation Day, End of Winter Term (faculty workday; no classes).
Tuesday, March 23, through Sunday, March 28, 2010	Academic holiday for academic year employees.
Monday, March 29, 2010	Beginning of Spring Term. Spring Term classes begin.
Wednesday, March 31, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Cesar Chavez Birthday holiday.
Monday, May 31, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Memorial Day holiday.

*Calendar dates for 2009 are listed as a courtesy. They were previously approved as part of the 2009 work schedule.

Friday, June 4, 2010	Last day of Spring Term classes.
Monday, June 7, through Friday, June 11, 2010	Final examination period.
Saturday, June 12, 2010	Commencement. End of Spring Term.
Sunday, June 13, through Sunday, June 20, 2010	Academic holiday for academic year employees.
Monday, June 21, 2010	Beginning of the University Year. Beginning of Summer Term - classes begin.
Monday, July 5, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Independence Day holiday (observed).
Friday August 27, 2010	Last day of Summer Term classes.
Monday, August 30, through Friday, September 3, 2010	Final examination period.
Friday, September 3, 2010	End of Summer Term.
Saturday, September 4, through Sunday, September 12, 2010	Academic holiday for academic year employees.
Monday, September 6, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Labor Day holiday.
Thursday, September 9, 2010	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Thursday, December 23, 2010.
Monday, September 13, 2010	Beginning of Fall Term (faculty only).
Monday, September 20, 2010	Fall Term classes begin.
Monday, October 11, 2010	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Thursday, December 30, 2010.
Thursday, November 11, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Veterans' Day holiday.
Wednesday, November 24, through Sunday, November 28, 2010	Academic holiday for academic year employees.
Thursday, November 25, and Friday, November 26, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, November 25, 2010, is Thanksgiving Day holiday. Friday, November 26, 2010 is designated for observance of the Lincoln's Birthday holiday (February 12, 2010).
Friday, December 3, 2010	Last day of Fall Term classes.
Monday, December 6, through Friday, December 10, 2010	Final examination period.
Saturday, December 11, 2010	Mid-Year Commencement. End of Fall Term
Sunday, December 12, 2010 through Sunday, January 2, 2011	Academic holiday for academic year employees.
Thursday, December 23, and Friday, December 24, 2010	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, December 23, 2010 is designated for observance of the California Admission Day holiday (September 9, 2010). Friday, December 24, 2010 is the Christmas Day holiday (observed).
Monday, December 27, through Wednesday, December 29, 2010	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Thursday, December 30, 2010 and Friday, December 31, 2010**	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, December 30, 2010 is designated for observance of the Columbus Day holiday (October 11, 2010). Friday, December 31, 2010 is the New Years' Day holiday (observed).
Monday, January 3, 2011	Beginning of Winter Term. Winter Term classes begin.
Monday, January 17, 2011**	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 2010 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 2010 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2010, or it will be lost. 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.

** Please Note: The holidays listed for January 2011 are included in this Work Schedule for the 2010 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 ext. 6-2236.