


State of California
Memorandum



SAN LUIS OBISPO
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To: Cal Poly State Employees

Date: November 15, 2010

From: 
Robert Glidden
Interim President

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

Subject: Work Schedule for the 2011 Calendar Year

The following work schedule has been approved for the 2011 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 2011 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 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, 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).
Friday, February 11, 2011	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday (observed) has been rescheduled to Friday, November 25, 2011.
Monday, February 21, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Washington's Birthday holiday (observed).
Tuesday, February 22, 2011	Classes follow a Monday schedule.
Friday, March 11, 2011	Last day of Winter Term classes.
Monday, March 14, through Friday, March 18, 2011	Final examination period.
Monday, March 21, 2011	Evaluation Day, End of Winter Term (faculty workday; no classes).
Tuesday, March 22, through Sunday, March 27, 2011	Academic holiday for academic year employees.
Monday, March 28, 2011	Beginning of Spring Term. Spring Term classes begin.
Thursday, March 31, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Cesar Chavez Birthday holiday.
Monday, May 30, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Memorial Day holiday (observed).

*Calendar dates for 2010 are listed as a courtesy. They were previously approved as part of the 2010 work schedule.

Friday, June 3, 2011	Last day of Spring Term classes.
Monday, June 6, through Friday, June 10, 2011	Final examination period.
Saturday, June 11, 2011	Commencement. End of Spring Term.
Sunday, June 12, through Sunday, June 19, 2011	Academic holiday for academic year employees.
Monday, June 20, 2011	Beginning of the University Year. Beginning of Summer Term - classes begin.
Monday, July 4, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Independence Day holiday.
Friday August 26, 2011	Last day of Summer Term classes.
Monday, August 29, through Friday, September 2, 2011	Final examination period.
Friday, September 2, 2011	End of Summer Term.
Saturday, September 3, through Sunday, September 11, 2011	Academic holiday for academic year employees.
Monday, September 5, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Labor Day holiday.
Friday, September 9, 2011	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Friday, December 23, 2011.
Monday, September 12, 2011	Beginning of Fall Term (faculty only).
Monday, September 19, 2011	Fall Term classes begin.
Monday, October 10, 2011	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Friday, December 30, 2011.
Friday, November 11, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Veterans' Day holiday.
Wednesday, November 23, through Sunday, November 27, 2011	Academic holiday for academic year employees.
Thursday, November 24, and Friday, November 25, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, November 24, 2011, is Thanksgiving Day holiday. Friday, November 25, 2011 is designated for observance of the Lincoln's Birthday holiday (February 11, 2011).
Friday, December 2, 2011	Last day of Fall Term classes.
Monday, December 5, through Friday, December 9, 2011	Final examination period.
Saturday, December 10, 2011	Mid-Year Commencement. End of Fall Term
Sunday, December 11, 2011 through Monday, January 2, 2012	Academic holiday for academic year employees.
Friday, December 23, and Monday, December 26, 2011	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Friday, December 23, 2011 is designated for observance of the California Admission Day holiday (September 9, 2011). Monday, December 26, 2011 is the Christmas Day holiday (observed).
Tuesday, December 27, through Thursday, December 29, 2011	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Friday, December 30, 2011 and Monday, January 2, 2012**	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Friday, December 30, 2011 is designated for observance of the Columbus Day holiday (October 10, 2011). Monday, January 2, 2012 is the New Years' Day holiday (observed).
Tuesday, January 3, 2012	Beginning of Winter Term. Winter Term classes begin.
Monday, January 16, 2012**	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 2011 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 2011 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2011, 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 2012 are included in this Work Schedule for the 2011 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.