

State of California  
**Memorandum**



To: Cal Poly State Employees

Date: November 15, 2012

From: Jeffrey D. Armstrong, President *Jeffrey D. Armstrong*

Copies: K. Enz Finken, L. Kelley,  
D. Read, P. Allen

Subject: Work Schedule for the 2013 Calendar Year

The following work schedule has been approved for the 2013 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 2013 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 21, through Sunday, November 25, 2012	Academic holiday for academic year employees.
<b>Thursday, November 22, and Friday, November 23, 2012</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Thursday, November 22, 2012, is Thanksgiving Day holiday. Friday, November 23, 2012 is designated for observance of the Lincoln's Birthday holiday (February 13, 2012).
Friday, November 30, 2012	Last day of fall term classes.
Monday, December 3, through Friday, December 7, 2012	Final examination period.
Saturday, December 8, 2012	Mid-Year Commencement. End of fall term.
Sunday, December 9, 2012 through Sunday, January 6, 2013	Academic holiday for academic year employees.
<b>Monday, December 24, and Tuesday, December 25, 2012</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Monday, December 24, 2012 is designated for observance of the California Admission Day holiday (September 10, 2012). Tuesday, December 25, 2012 is the Christmas Day holiday.
Wednesday, December 26, through Friday, December 28, 2012	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
<b>Monday, December 31, 2012 and Tuesday, January 1, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Monday, December 31, 2012 is designated for observance of the Columbus Day holiday (October 8, 2012). Tuesday, January 1, 2013 is the New Years' Day holiday.
Monday, January 7, 2013	Beginning of winter term. Winter term classes begin.
<b>Monday, January 21, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Martin Luther King Jr. Birthday holiday (observed).
Tuesday, January 22, 2013	Classes follow a Monday schedule.
Tuesday, February 12, 2013	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday has been rescheduled to Friday, November 29, 2013.
<b>Monday, February 18, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Washington's Birthday (observed).
Friday, March 15, 2013	Last day of winter term classes.
Monday, March 18, through Friday, March 22, 2013	Final examination period.
Monday, March 25, 2013	Evaluation Day (faculty workday; no classes), end of winter term.
Tuesday, March 26, through Sunday, March 31, 2013	Academic holiday for academic year employees.
<b>Monday, April 1, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Cesar Chavez Birthday holiday (observed).
Tuesday, April 2, 2013	Beginning of spring term. Spring term classes begin.
<b>Monday, May 27, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Memorial Day holiday (observed).
Tuesday, May 28, 2013	Classes follow a Monday schedule.
Friday, June 7, 2013	Last day of spring term classes.
Monday, June 10, through Friday, June 14, 2013	Final examination period.

\*Calendar dates for 2012 are listed as a courtesy. They were previously approved as part of the 2012 work schedule.

Saturday, June 15 and Sunday, June 16, 2013	Commencement. End of spring term. End of university year (faculty only).
Monday, June 17, through Sunday, June 23, 2013	Academic holiday for academic year employees.
Monday, June 24, 2013	Beginning of university year. Beginning of summer term - classes begin.
<b>Thursday, July 4, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Independence Day holiday.
Friday August 30, 2013	Last day of classes for 10-week session. End of summer term classes.
Saturday, August 31, through Sunday, September 15, 2013	Academic holiday for academic year employees.
<b>Monday, September 2, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Labor Day holiday.
Monday, September 9, 2013	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Thursday, December 26, 2013.
Monday, September 16, 2013	Beginning of fall term (faculty only).
Monday, September 23, 2013	Fall term classes begin.
Monday, October 14, 2013	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Friday, December 27, 2013.
<b>Monday, November 11, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Veterans' Day holiday.
Wednesday, November 27, through Sunday, December 1, 2013	Academic holiday for academic year employees.
<b>Thursday, November 28, and Friday, November 29, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Thursday, November 28, 2013, is Thanksgiving Day holiday. Friday, November 29, 2013 is designated for observance of the Lincoln's Birthday holiday (February 12, 2013).
Friday, December 6, 2013	Last day of fall term classes.
Monday, December 9, through Friday, December 13, 2013	Final examination period.
Saturday, December 14, 2013	Mid-Year Commencement. End of fall term.
Sunday, December 15, 2013 through Sunday, January 5, 2014	Academic holiday for academic year employees.
<b>Wednesday, December 25, Thursday, December 26, and Friday, December 27, 2013</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Wednesday, December 25, 2013 is the Christmas Day holiday. Thursday, December 26, 2013 is designated for observance of the California Admission Day holiday (September 9, 2013). Friday, December 27, 2013 is designated for observance of the Columbus Day holiday (October 14, 2013).
Monday, December 30, and Tuesday, December 31, 2013	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
<b>Wednesday, January 1, 2014**</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. New Years' Day holiday.
Monday, January 6, 2014	Beginning of winter term. Winter term classes begin.
<b>Monday, January 20, 2014**</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> 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 2013 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 2013 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2013, 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 2014 are included in this Work Schedule for the 2013 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.