

State of California  
Memorandum



To: Cal Poly State Employees

Date: November 23, 2015

From: Mary Beth Gallagher  
Associate Vice President Human Resources

Copies: J. Armstrong  
K. Enz Finken  
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Subject: REVISED - Work Schedule for the 2016 Calendar Year

The following work schedule has been approved for the 2016 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 2016 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.

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| Wednesday, November 25, through Sunday, November 29, 2015                           | Academic holiday for academic year employees.  |
| <b>Thursday, November 26, and Friday, November 27, 2015</b>                         | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Thursday, November 26, 2015, is Thanksgiving Day holiday. Friday, November 27, 2015 is designated for observance of the Lincoln's Birthday holiday (February 12, 2015).   |
| Friday, December 4, 2015  | Last day of fall term classes.   |
| Monday, December 7, through Friday, December 11, 2015                               | Final examination period.  |
| Saturday, December 12, 2015   | Mid-Year Commencement. End of fall term.   |
| Sunday, December 13, 2015 through Sunday, January 3, 2016                           | Academic holiday for academic year employees.  |
| <b>Wednesday, December 23, Thursday, December 24, and Friday, December 25, 2015</b> | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Wednesday, December 23, 2015 is designated for observance of the California Admission Day holiday (September 9, 2015). Thursday, December 24, 2015 is designated for observance of the Columbus Day holiday (October 12, 2015). Friday, December 25, 2015 is the Christmas Day holiday. |
| Monday, December 28, through Thursday, December 31, 2015                            | Campus will be open and all 10, 11, and 12 month employees are scheduled to work.  |
| <b>Friday, January 1, 2016</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 4, 2016   | Beginning of winter term. Winter term classes begin.   |
| <b>Monday, January 18, 2016</b>   | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Martin Luther King, Jr., Federal Holiday.   |
| Friday, February 12, 2016   | Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday has been rescheduled to Friday, November 25, 2016.   |
| <b>Monday, February 15, 2016</b>  | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Washington's Birthday holiday (observed).   |
| Tuesday, February 16, 2016  | Classes will follow a Monday schedule.   |
| Friday, March 11, 2016  | Last day of winter term classes.   |
| Monday, March 14, through Friday, March 18, 2016                                    | Final examination period.  |
| Monday, March 21, 2016  | Evaluation Day (faculty workday; no classes), end of winter term.  |
| Tuesday, March 22, through Sunday, March 27, 2016                                   | Academic holiday for academic year employees.  |
| Monday, March 28, 2016  | Beginning of spring term. Spring term classes begin.   |
| <b>Thursday, March 31, 2016</b>   | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Cesar Chavez Day holiday.   |
| <b>Monday, May 30, 2016</b>   | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Memorial Day holiday.   |
| Friday, June 3, 2016  | Last day of spring term classes.   |
| Monday, June 6, through Friday, June 10, 2016                                       | Final examination period.  |

\*Calendar dates for 2015 are listed as a courtesy. They were previously approved as part of the 2015 work schedule.  
<http://registrar.calpoly.edu/content/2016-17-academic-calendar>

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| Saturday, June 11 and Sunday, June 12, 2016   | Commencement. End of spring term. End of university year (faculty only).   |
| Monday, June 13, through Sunday, June 19, 2016                                      | Academic holiday for academic year employees.  |
| Monday, June 20, 2016   | Beginning of university year. Beginning of summer term - classes begin.  |
| Monday, July 4, 2016  | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Independence Day holiday (observed).  |
| Friday, August 26, 2016   | Last day of classes for 10-week session. End of summer term classes.   |
| Monday, August 29 through Friday, September 2, 2016                                 | Final examination period.  |
| Friday, September 2, 2016   | End of summer term.  |
| Saturday, September 3, through Wednesday, September 14, 2016                        | Academic holiday for academic year employees.  |
| <b>Monday, September 5, 2016</b>  | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Labor Day holiday.  |
| Friday, September 9, 2016   | Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Wednesday, December 21, 2016   |
| Thursday, September 15, 2016  | Beginning of fall term (faculty only).   |
| Thursday, September 22, 2016  | Fall term classes begin.   |
| Monday, October 10, 2016  | Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Thursday, December 22, 2016.   |
| <b>Friday, November 11, 2016</b>  | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Veterans' Day holiday.  |
| Monday, November 21, through Sunday, November 27, 2016                              | Academic holiday for academic year employees.  |
| <b>Thursday, November 24, and Friday, November 25, 2016</b>                         | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Thursday, November 24, 2016, is Thanksgiving Day holiday. Friday, November 25, 2016 is designated for observance of the Lincoln's Birthday holiday (February 12, 2016).   |
| Friday, December 9, 2016  | Last day of fall term classes.   |
| Monday, December 12, through Friday, December 16, 2016                              | Final examination period.  |
| Saturday, December 17, 2016   | Mid-Year Commencement. End of fall term.   |
| Sunday, December 18, 2016 through Sunday, January 8, 2017                           | Academic holiday for academic year employees.  |
| <b>Wednesday, December 21, Thursday, December 22, and Friday, December 23, 2016</b> | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Wednesday, December 21, 2016 is designated for observance of the California Admission Day holiday (September 9, 2016). Thursday, December 22, 2016 is designated for observance of the Columbus Day holiday (October 10, 2016). Friday, December 23, 2016 is in observance the Christmas Day holiday (December 25, 2016). |
| Monday, December 26, through Friday, December 30, 2016                              | Campus will be open and all 10, 11, and 12 month employees are scheduled to work.  |
| <b>Monday, January 2, 2017**</b>  | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Monday, January 2, 2017 is in observance of the New Years' Day holiday (January 1, 2017).   |
| Monday, January 9, 2017   | Beginning of winter term. Winter term classes begin.   |
| <b>Monday, January 16, 2017**</b>   | Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Martin Luther King, Jr., Federal Holiday.   |

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 2016 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 2016 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2016, 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 2017 are included in this Work Schedule for the 2016 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed.