

State of California  
**Memorandum**

To: Cal Poly State Employees

Date: November 15, 2013

From: Jeffrey D. Armstrong, President

Copies: K. Enz Finken, S. Nosek,  
 D. Read, K. Humphrey

Subject: Work Schedule for the 2014 Calendar Year

The following work schedule has been approved for the 2014 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 2014 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 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).
Tuesday, January 21, 2014	Classes follow a Monday schedule.
Wednesday, February 12, 2014	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday has been rescheduled to Friday, November 28, 2014.
<b>Monday, February 17, 2014</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 14, 2014	Last day of winter term classes.
Monday, March 17, through Friday, March 21, 2014	Final examination period.
Monday, March 24, 2014	Evaluation Day (faculty workday; no classes), end of winter term.
Tuesday, March 25, through Sunday, March 30, 2014	Academic holiday for academic year employees.
<b>Monday, March 31, 2014</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 1, 2014	Beginning of spring term. Spring term classes begin.
<b>Monday, May 26, 2014</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 27, 2014	Classes follow a Monday schedule.
Friday, June 6, 2014	Last day of spring term classes.
Monday, June 9, through Friday, June 13, 2014	Final examination period.

\*Calendar dates for 2013 are listed as a courtesy. They were previously approved as part of the 2013 work schedule.

Saturday, June 14 and Sunday, June 15, 2014	Commencement. End of spring term. End of university year (faculty only).
Thursday, June 19, 2014	Beginning of university year. Beginning of summer term - classes begin.
<b>Friday, July 4, 2014</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Independence Day holiday.
Tuesday August 26, 2014	Last day of classes for 10-week session. End of summer term classes.
Wednesday, August 27 through Friday, August 29, 2014	Final examination period.
Friday, August 29, 2014	End of summer term.
Saturday, August 30, through Sunday, September 7, 2014	Academic holiday for academic year employees.
<b>Monday, September 1, 2014</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Labor Day holiday.
Tuesday, September 9, 2014	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Wednesday, December 24, 2014.
Monday, September 15, 2014	Beginning of fall term (faculty only).
Monday, September 22, 2014	Fall term classes begin.
Monday, October 13, 2014	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Friday, December 26, 2014.
<b>Tuesday, November 11, 2014</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Veterans' Day holiday.
Wednesday, November 26, through Sunday, November 30, 2014	Academic holiday for academic year employees.
<b>Thursday, November 27, and Friday, November 28, 2014</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Thursday, November 27, 2014, is Thanksgiving Day holiday. Friday, November 28, 2014, is designated for observance of the Lincoln's Birthday holiday (February 12, 2014).
Friday, December 5, 2014	Last day of fall term classes.
Monday, December 8, through Friday, December 12, 2014	Final examination period.
Saturday, December 13, 2014	Mid-Year Commencement. End of fall term.
Sunday, December 14, 2014 through Sunday, January 4, 2015	Academic holiday for academic year employees.
<b>Wednesday, December 24, Thursday, December 25, and Friday, December 26, 2014</b>	Holiday for all employees. <b>CAMPUS WILL BE CLOSED</b> except for needed emergency services and essential work. Wednesday, December 24, 2014, is designated for observance of the California Admission Day holiday (September 9, 2014). Thursday, December 25, 2014, is the Christmas Day holiday. Friday, December 26, 2014, is designated for observance of the Columbus Day holiday (October 13, 2014).
Monday, December 29, through Wednesday, December 31, 2014	Campus will be open and all 10-, 11-, and 12-month employees are scheduled to work.
<b>Thursday, January 1, 2015**</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 5, 2015	Beginning of winter term. Winter term classes begin.
<b>Monday, January 19, 2015**</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 2014 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 2014 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2014, 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 2015 are included in this Work Schedule for the 2014 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.