

State of California
Memorandum



To: Cal Poly State Employees

Date: November 1, 2016

From: Mary Beth Gallagher
Associate Vice President Human Resources

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Subject: Work Schedule for the 2017 Calendar Year

The following work schedule has been approved for the 2017 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 2017 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.

Monday, November 21, through Sunday, November 27, 2016	Academic holiday for academic year employees.
Thursday, November 24, and Friday, November 25, 2016	Holiday for all employees. CAMPUS WILL BE CLOSED 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.
Thursday, December 22, and Friday, December 23, 2016	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, December 22, 2016 is designated for observance of the Columbus Day holiday (October 10, 2016). Friday, December 23, 2016 is designated for California Admission Day holiday (September 9, 2016).
Monday, December 26, 2016	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency series and essential work. Monday, December, 26, 2016 is in observance of the Christmas Day holiday (December 25, 2016).
Tuesday, December 27, through Friday, December 30, 2016	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Monday, January 2, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. New Years' Day holiday (Sunday, January 1, 2017).
Monday, January 9, 2017	Beginning of winter term. Winter term classes begin.
Monday, January 16, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Martin Luther King, Jr., Federal Holiday.
Monday, February 13, 2017	Campus will be open and all employees are scheduled to work. The Lincoln's Birthday holiday (Sunday, February 12, 2017) has been rescheduled to Friday, November 24, 2017.
Monday, February 20, 2017	Academic Holiday for academic year employees in observance of Washington's Birthday holiday (observed).
Monday, February 20, 2017	Campus will be open and all 10, 11, and 12 month employees are scheduled to work. The Washington's Birthday holiday has been rescheduled to Thursday, December 28, 2017.
Tuesday, February 21, 2017	Classes will follow a Monday schedule.
Friday, March 17, 2017	Last day of winter term classes.
Monday, March 20, through Friday, March 24, 2017	Final examination period.
Monday, March 27, 2017	Evaluation Day (faculty workday; no classes), end of winter term.
Tuesday, March 28, through Sunday, April 2, 2017	Academic holiday for academic year employees.
Friday, March 31, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Cesar Chavez Day holiday.
Monday, April 3, 2017	Beginning of spring term. Spring term classes begin.
Monday, May 29, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Memorial Day holiday.
Friday, June 9, 2017	Last day of spring term classes.

Monday, June 12, through Friday, June 16, 2017	Final examination period.
Saturday, June 17 and Sunday, June 18, 2017	Commencement. End of spring term. End of university year (faculty only).
Monday, June 19, through Wednesday, June 21, 2017	Academic holiday for academic year employees.
Thursday, June 22, 2017	Beginning of university year. Beginning of summer term - classes begin.
Tuesday, July 4, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Independence Day holiday.
Tuesday, August 29, 2017	Last day of classes for 10-week session. End of summer term classes.
Wednesday, August 30 through Friday, September 1, 2017	Final examination period.
Friday, September 1, 2017	End of summer term.
Saturday, September 2, through Wednesday, September 6, 2017	Academic holiday for academic year employees.
Monday, September 4, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Labor Day holiday.
Thursday, September 7, 2017	Beginning of Fall term (faculty only).
Friday, September 8, 2017	Campus will be open and all employees are scheduled to work. The California Admission Day holiday has been rescheduled to Tuesday, December 26, 2017.
Thursday, September 7, 2017	Beginning of fall term (faculty only).
Thursday, September 14, 2017	Fall term classes begin.
Monday, October 9, 2017	Campus will be open and all employees are scheduled to work. The Columbus Day holiday has been rescheduled to Wednesday, December 27, 2017.
Friday, November 10, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Veterans' Day holiday (Saturday, November 11, 2017).
Monday, November 20, through Sunday, November 26, 2017	Academic holiday for academic year employees.
Thursday, November 23, and Friday, November 24, 2017	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Thursday, November 23, 2017, is Thanksgiving Day holiday. Friday, November 24, 2017 is designated for observance of the Lincoln's Birthday holiday (February 13, 2017).
Friday, December 1, 2017	Last day of fall term classes.
Monday, December 4, through Friday, December 8, 2017	Final examination period.
Saturday, December 9, 2017	Mid-Year Commencement. End of fall term.
Sunday, December 10, 2017 through Sunday, January 7, 2018	Academic holiday for academic year employees.
Monday, December 18, through Friday, December 22, 2017	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Monday, December 25, Tuesday, December 26, Wednesday, December 27, and Thursday, December 28	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Monday, December 25, 2017 is in observance of the Christmas Day holiday. Tuesday, December 26, 2017 is designated for observance of the California Admission Day holiday (September 8, 2017). Wednesday, December 27, 2017 is designated for observance of the Columbus Day holiday (October 9, 2017). Thursday, December 28, 2017 is designated for observance of the Washington's Birthday holiday (Monday, February 20, 2017).
Friday, December 29, 2017	Campus will be open and all 10,11, and 12 month employees are scheduled to work.
Monday, January 1, 2018**	Holiday for all employees. CAMPUS WILL BE CLOSED except for needed emergency services and essential work. Monday, January 1, 2018 is in observance of the New Years' Day holiday.
Tuesday, January 2, through Friday, January 5, 2018	Campus will be open and all 10, 11, and 12 month employees are scheduled to work.
Monday, January 8, 2018	Beginning of winter term. Winter term classes begin.
Monday, January 15, 2018**	Holiday for all employees. CAMPUS WILL BE CLOSED 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 2017 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 2017 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2017, 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 2018 are included in this Work Schedule for the 2017 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed.