

State of California  
Memorandum



To: Cal Poly State Employees

Date: December 13, 2017

From: Mary Beth Gallagher,  
Associate Vice President Human Resources

Copies: J. Armstrong  
K. Enz Finken  
K. Humphrey  
C. Vizcaino Villa

Subject: Work Schedule for the 2018 Calendar Year

The following work schedule has been approved for the 2018 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 2018 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.

December 10, 2017 - January 7, 2018	Academic holiday for academic-year employees
<b>December 25 - December 29, 2017</b>	<b>CAMPUS WILL BE CLOSED*</b> December 25 - Christmas Day holiday December 26 - designated for observance of California Admission Day holiday (9/8/17) December 27 - designated for observance of Columbus Day holiday (10/9/17) December 28 - designated for observance of Washington's Birthday holiday (2/20/17) December 29 - campus will be closed
<b>January 1, 2018</b>	New Year's Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
January 8, 2018	Beginning of Winter term - classes begin
<b>January 15, 2018</b>	Martin Luther King, Jr. holiday - <b>CAMPUS WILL BE CLOSED*</b>
February 12, 2018	Campus will be open and all employees are scheduled to work - Lincoln's Birthday holiday (2/12/18) will be observed on November 23, 2018
February 19, 2018	Academic holiday for academic-year employees in observance of Washington's Birthday holiday
February 19, 2018	Campus will be open and all 10, 11, and 12 month employees are scheduled to work - Washington's Birthday holiday will be observed on Wednesday, December 26, 2018
February 20, 2018	Classes will follow a Monday schedule
March 16, 2018	Last day of Winter term classes
March 19 - March 23, 2018	Final examination period
Friday, March 23, 2018	End of Winter term
March 24 - April 1, 2018	Academic holiday for academic-year employees
<b>March 30, 2018</b>	Cesar Chavez Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
April 2, 2018	Beginning of Spring term - classes begin
<b>May 28, 2018</b>	Memorial Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
June 8, 2018	Last day of Spring term classes
June 11 - June 15, 2018	Final examination period
June 16 - June 17, 2018	Commencement; End of Spring term - end of University year (faculty only).
June 18 - June 24, 2018	Academic holiday for academic-year employees
June 25, 2018	Beginning of Summer term - classes begin
<b>July 4, 2018</b>	Independence Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
August 31, 2018	Last day of classes for 10-week session. End of Summer term classes
<b>September 3, 2018</b>	Labor Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
September 4 - September 6, 2018	Final examination period for the 10-week session
September 6, 2018	End of Summer term
September 7 - September 12, 2018	Academic holiday for academic-year employees
September 10, 2018	Campus will be open and all employees are scheduled to work - California Admission Day holiday (9/9/18) will be observed on Thursday, December 27, 2018
September 13, 2018	Beginning of Fall term (faculty only)
September 20, 2018	Fall term classes begin
October 8, 2018	Campus will be open and all employees are scheduled to work - Columbus Day holiday will be observed on Friday, December 28, 2018
<b>November 12, 2018</b>	Veterans' Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
November 19 - November 25, 2018	Academic holiday for academic-year employees

<b>November 22 - November 23, 2018</b>	November 22 - Thanksgiving Day holiday November 23 – designated for observance of the Lincoln's Birthday holiday (2/12/18) <b>CAMPUS WILL BE CLOSED*</b>
December 7, 2018	Last day of Fall term classes
December 10 - December 14, 2018	Final examination period
December 15, 2018	Mid-Year Commencement; End of Fall term
December 16, 2018 - January 6, 2019	Academic holiday for academic-year employees
<b>December 24 – December 28 and December 31, 2018</b>	December 24 - campus will be closed December 25 - Christmas Day holiday December 26 - designated for observance of the Washington's Birthday holiday (2/19/18) December 27 - designated for observance of the California Admission Day holiday (9/10/18) December 28 - designated for observance of the Columbus Day holiday (10/8/18) December 31 - campus will be closed
<b>January 1, 2019</b>	New Years' Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
January 7, 2019	Beginning of Winter term - classes begin
<b>January 21, 2019</b>	Observance of Martin Luther King, Jr., holiday - <b>CAMPUS WILL BE CLOSED*</b>

\*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 2018 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 2018 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2018, 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 2018 Calendar Year](#) for planning purposes only, are subject to change, and are not to be considered guaranteed.