

State of California  
**Memorandum**



To: Cal Poly State Employees

Date: November 28, 2018

From: Mary Beth Gallagher,  
 Associate Vice President Human Resources

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Subject: Work Schedule for the 2019 Calendar Year

The below schedule lists approved 2019 holidays for Cal Poly State employees. 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.

<b>January 1, 2019</b>	New Years' Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
<b>January 21, 2019</b>	Observance of Martin Luther King, Jr., holiday - <b>CAMPUS WILL BE CLOSED*</b>
February 18, 2019	<b>Academic</b> holiday for academic-year employees; observance of Washington's Birthday holiday
March 26 - April 1, 2019	<b>Academic</b> holiday for academic-year employees
<b>April 1, 2019</b>	Cesar Chavez Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
<b>May 27, 2019</b>	Memorial Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
June 17 - June 23, 2019	<b>Academic</b> holiday for academic-year employees
<b>July 4, 2019</b>	Independence Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
<b>September 2, 2019</b>	Labor Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
September 6 - September 11, 2019	<b>Academic</b> holiday for academic-year employees
<b>November 11, 2019</b>	Veterans' Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
November 25 - December 1, 2019	<b>Academic</b> holiday for academic-year employees
<b>November 28 - November 29, 2019</b>	November 28 - Thanksgiving Day holiday November 29 - designated for observance of the Lincoln's Birthday holiday (2/12/19) <b>CAMPUS WILL BE CLOSED*</b>
December 15, 2019 - January 5, 2020	<b>Academic</b> holiday for academic-year employees
<b>December 23 - December 27, 2019</b>	December 23 - designated for observance of the Washington's Birthday holiday (2/18/19) December 24 - designated for observance of the California Admission Day holiday (9/9/19) December 25 - Christmas Day holiday December 26 - designated for observance of the Columbus Day holiday (10/14/19) December 27 - campus will be closed (anticipated Governor/President Holiday)
<b>January 1, 2020</b>	New Years' Day holiday - <b>CAMPUS WILL BE CLOSED*</b>
<b>January 20, 2020</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.

The personal holiday day for 2019 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2019.

The holidays listed for January 2020 are included in this Work Schedule for the 2019 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed.

For additional details regarding the academic calendar, please visit <https://registrar.calpoly.edu/2019-20-academic-calendar>.