



MEMORANDUM

TO: Cal Poly State Employees DATE: December 13, 2019
FROM: Mary Beth Gallagher
Associate Vice President, Human Resources
SUBJECT: Revised Work Schedule for the 2020 Calendar Year

The below schedule lists approved 2020 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.

January 1, 2020	New Years' Day holiday - Campus closed*
January 20, 2020	Observance of Martin Luther King, Jr., holiday - Campus closed*
March 31, 2020	Cesar Chavez Day holiday - Campus closed*
May 25, 2020	Memorial Day holiday - Campus closed*
July 3, 2020	Independence Day holiday (7/4/20) - Campus closed*
September 7, 2020	Labor Day holiday - Campus closed*
November 11, 2020	Veterans' Day holiday - Campus closed*
November 26 - November 27, 2020	Campus closed* November 26 - Thanksgiving Day holiday November 27 - Designated for observance of Lincoln's Birthday (2/12/20)
December 25 - December 31, 2020	Campus closed* December 25 - Christmas Day holiday December 28 - Designated for observance of Washington's Birthday (2/17/20) December 29 - Designated for observance of California Admission Day (9/9/20) December 30 - Designated for observance of Indigenous Peoples' Day (10/12/20) December 31 - Campus closed (anticipated Governor/President holiday)
January 1, 2021	New Years' Day holiday - Campus closed*
January 18, 2021	Observance of Martin Luther King, Jr., holiday - Campus closed*

*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 2020 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2020.

The holidays listed for January 2021 are included in this Work Schedule for the 2020 Calendar Year for planning purposes only, are subject to change, and are not to be considered guaranteed. 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.

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