



## MEMORANDUM

TO: Cal Poly State Employees    DATE: August 17, 2020  
FROM: Mary Beth Gallagher  
Associate Vice President, Human Resources  
SUBJECT: Work Schedule for the 2021 Calendar Year

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The below schedule lists approved 2021 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, 2021	New Year's Day holiday
January 18, 2021	Martin Luther King, Jr., holiday
March 31, 2021	Cesar Chavez Day holiday
May 31, 2021	Memorial Day holiday
July 5, 2021	Independence Day holiday observed (7/4/21)
September 6, 2021	Labor Day holiday
November 11, 2021	Veterans' Day holiday
November 25 - November 26, 2021	November 25 - Thanksgiving Day holiday November 26 - Lincoln's Birthday observed (2/12/21)
December 24 - December 31, 2021	December 24 - Christmas Day holiday observed (12/25/21) December 27 - Washington's Birthday observed (2/15/21) December 28 - California Admission Day observed (9/9/21) December 29 - Indigenous Peoples' Day observed (10/11/21) December 30 - Campus closed (anticipated Governor/President holiday) December 31 - New Year's Day holiday observed (1/1/22)
January 17, 2022	Martin Luther King, Jr., holiday

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 2021 may be used on any one day acceptable to the employee's supervisor, but must be used by December 31, 2021.

The holidays listed for January 2022 are included in this Work Schedule for the 2021 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>.