



MEMORANDUM

TO: Cal Poly State Employees DATE: September 28, 2021

FROM: Albert A. Liddicoat
Vice President, University Personnel and Chief Human Resources Officer

SUBJECT: Work Schedule for the 2022 Calendar Year

The below schedule lists approved 2022 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.

December 31, 2021	New Year’s Day holiday observed (1/1/2022)
January 17, 2022	Martin Luther King, Jr., holiday
March 31, 2022	Cesar Chavez Day holiday
May 30, 2022	Memorial Day holiday
July 4, 2022	Independence Day holiday
September 5, 2022	Labor Day holiday
November 11, 2022	Veterans’ Day holiday
November 24 -	November 24 - Thanksgiving Day holiday
November 25, 2022	November 25 - Lincoln’s Birthday observed (2/12/22)
December 26 -	December 26 - Christmas Day holiday observed (12/25/22)
December 30, 2022	December 27 - Washington’s Birthday observed (2/21/22)
	December 28 - California Admission Day observed (9/9/22)
	December 29 - Indigenous Peoples’ Day observed (10/10/22)
	December 30 – Campus closed (anticipated Governor/President holiday)
January 2, 2023	New Year’s Day holiday
January 16, 2023	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 2022 may be used on any one day acceptable to the employee's supervisor but must be used by December 31, 2022.

The holidays listed for January 2023 are included in this Work Schedule for the 2022 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>.