TO:  Cal Poly State Employees  
FROM:  Al Liddicoat, Vice President for University Personnel & Chief Human Resources Officer  
SUBJECT:  Revised Work Schedule for the 2023 Calendar Year  
DATE:  March 28, 2023

The below schedule lists approved 2023 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 employees have opportunities to express and exercise their religious beliefs to the fullest extent possible.

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2023</td>
<td>New Year’s Day holiday observed (1/1/2023)</td>
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<tr>
<td>January 16, 2023</td>
<td>Martin Luther King, Jr., holiday</td>
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<tr>
<td>March 31, 2023</td>
<td>Cesar Chavez Day holiday</td>
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<tr>
<td>May 29, 2023</td>
<td>Memorial Day holiday</td>
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<tr>
<td>June 19, 2023</td>
<td>Juneteenth holiday</td>
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<tr>
<td>July 4, 2023</td>
<td>Independence Day holiday</td>
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<tr>
<td>September 4, 2023</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>November 10, 2023</td>
<td>Veterans’ Day holiday (11/11/2023)</td>
</tr>
</tbody>
</table>
| November 23 - November 24, 2023 | November 23 - Thanksgiving Day holiday  
|                      | November 24 - Lincoln’s Birthday observed (2/12/23)          |
| December 25 - December 29, 2023 | December 25 - Christmas Day holiday  
|                      | December 26 - Washington’s Birthday observed (2/20/23)       |
|                      | December 27 - California Admission Day observed (9/9/23)      |
|                      | December 28 - Indigenous Peoples’ Day observed (10/9/23)     |
|                      | December 29 - Campus closed (anticipated Governor/President holiday) |
| January 1, 2024      | New Year’s Day holiday                                       |
| January 15, 2024     | 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 2023 may be used on any one day acceptable to the employee's supervisor but must be used by December 31, 2023.

The holidays listed for January 2024 are included in this Work Schedule for the 2023 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.