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**TO:** Cal Poly State Employees  
**FROM:** Al Liddicoat, Vice President for University Personnel & Chief Human Resources Officer  
**SUBJECT:** Work Schedule for the 2023 Calendar Year  
**DATE:** September 20, 2022

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The below schedule lists approved 2023 holidays<sup>1</sup> 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.

January 2, 2023	New Year's Day holiday observed (1/1/2023)
January 16, 2023	Martin Luther King, Jr., holiday
March 31, 2023	Cesar Chavez Day holiday
May 29, 2023	Memorial Day holiday
July 4, 2023	Independence Day holiday
September 4, 2023	Labor Day holiday
November 10, 2023	Veterans' Day holiday (11/11/2023)
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>.

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<sup>1</sup> If Juneteenth becomes an approved State of California holiday, and once bargaining has concluded, Juneteenth will be added as an approved holiday for Cal Poly state employees.