

CAL POLY

CORPORATION

HOLIDAY SCHEDULE FOR 2019

New Year's Day	Tuesday	January 1, 2019
Martin Luther King, Jr. Day	Monday	January 21, 2019
Cesar Chavez Day	Monday	April 1, 2019
Memorial Day	Monday	May 27, 2019
Independence Day	Thursday	July 4, 2019
Labor Day	Monday	September 2, 2019
Veterans Day	Monday	November 11, 2019
Thanksgiving Day	Thursday	November 28, 2019
Floating Holiday (Lincoln's Birthday, observed)	Friday	November 29, 2019
Floating Holiday (Washington's Birthday, observed)	Monday	December 23, 2019
Floating Holiday (CA Admission Day, observed)	Tuesday	December 24, 2019
Christmas Day	Wednesday	December 25, 2019
Floating Holiday (Columbus Day, observed)	Thursday	December 26, 2019
<i>*Campus Closed</i>	<i>Friday</i>	<i>December 27, 2019</i>
New Year's Day	Wednesday	January 1, 2020

The Campus will be closed on all of the days listed above. Supervisors should not schedule employees on the above days, except in emergency situations or for required essential services.

****The Cal Poly Campus will be closed on 12/27/19 and CPC Benefited employees will need to allocate Vacation, CTO (Comp Time), or PH (Personal Holiday) hours, if available. Employees may only allocate hours to "Leave without Pay" if all paid leave (Vacation, CTO, PH) has been exhausted.***

The Floating Holidays are company designated each year. To receive holiday pay, employees must be on paid status during the pay period in which the holiday occurs. Holiday pay is based on the employee's normal time base.

All employees receive one personal holiday per year. **The Personal Holiday for 2019 may be used on any one day acceptable to the employee's supervisor and should be used by December 31, 2019** (your PH cannot be carried over into 2020).

All 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. It is our hope that the 2019 holiday schedule, which combines a number of holidays with weekends, will increase the safety of those traveling and give an extra measure of recreation and relaxation throughout our busy year.

If you are a supervisor and your employees do not have access to e-mail, please print out or post the schedule for them. If you have any questions about the new schedule, please call Darsi Bakker, CPC Human Resource Benefits Specialist, at extension 6-6434.