



HOLIDAY SCHEDULE FOR 2020

New Year's Day	Wednesday	January 1, 2020
Martin Luther King, Jr. Day	Monday	January 20, 2020
Cesar Chavez Day	Tuesday	March 31, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Veterans Day	Wednesday	November 11, 2020
Thanksgiving Day	Thursday	November 26, 2020
Floating Holiday (Lincoln's Birthday, observed)	Friday	November 27, 2020
Christmas Day	Friday	December 25, 2020
Floating Holiday (Washington's Birthday, observed)	Monday	December 28, 2020
Floating Holiday (CA Admission Day, observed)	Tuesday	December 29, 2020
Floating Holiday (Indigenous Peoples' Day, observed)	Wednesday	December 30, 2020
<i>*Campus Closed</i>	<i>Thursday</i>	<i>December 31, 2020</i>
New Year's Day	Friday	January 1, 2021

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 12/31/2020 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 2020 may be used on any one day acceptable to the employee's supervisor and should be used by December 31, 2020** (your PH cannot be carried over into 2021).

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 2020 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 CPC Human Resources at extension 6-1121.