

HOLIDAY SCHEDULE FOR 2021

New Year's Day	Friday	January 1, 2021
Martin Luther King, Jr. Day	Monday	January 18, 2021
Cesar Chavez Day	Wednesday	March 31, 2021
Memorial Day	Monday	May 31, 2021
Independence Day	Monday	July 5, 2021
Labor Day	Monday	September 6, 2021
Veterans Day	Thursday	November 11, 2021
Thanksgiving Day	Thursday	November 25, 2021
Floating Holiday (Lincoln's Birthday, observed)	Friday	November 26, 2021
Christmas Day	Friday	December 24, 2021
Floating Holiday (Washington's Birthday, observed)	Monday	December 27, 2021
Floating Holiday (CA Admission Day, observed)	Tuesday	December 28, 2021
Floating Holiday (Indigenous Peoples' Day, observed)	Wednesday	December 29, 2021
<i>*Campus Closed</i>	<i>Thursday</i>	<i>December 30, 2021</i>
New Year's Day	Friday	December 31, 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 12/30/2021 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 2021 may be used on any one day acceptable to the employee's supervisor and should be used by December 31, 2021** (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.