



**Office of Human Resources**  
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# Memorandum

**DATE:** January 22, 2008  
**TO:** ALL STAFF  
**FROM:** KELLIE GARCIA  
 DIRECTOR, HUMAN RESOURCES  
**SUBJECT:** HOLIDAY CALENDAR 2008/2009

	<u>Holiday</u>	<u>Classes Scheduled</u>
July 04, 2008	Independence Day	No
Sep. 01, 2008	Labor Day	No
Nov. 11, 2008	Veteran's Day	No
Nov. 27, 2008	Thanksgiving Day	No
Nov. 28, 2008	Lincoln's Birthday - Moved	No
Dec. 25, 2008	Christmas Day	No
Dec. 26, 2008	President's Day - Moved	No
Dec. 29, 2008	Admission Day - Moved	No
Dec. 30, 2008	Columbus Day - Moved	No
<b>Dec. 31, 2008</b>	<b>Campus Closed*</b>	No
Jan. 01, 2009	New Year's Day	No
Jan. 19, 2009	Martin Luther King, Jr.'s Birthday	No
Mar. 31, 2009	Cesar Chavez Day	No
May 25, 2009	Memorial Day	No

Each employee is entitled to one Personal Holiday, which must be taken on one day during the 2008 calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday is forfeited.

- ◆ Lincoln's Birthday is observed Tuesday, February 12, 2008; the holiday credit will be observed Friday, November 28, 2008.
- ◆ President's Day is observed Monday, February 18, 2008; however, classes are in session on this date, and therefore, the holiday credit will be observed on Friday, December 26, 2008.
- ◆ Admission Day is observed Tuesday, September 9, 2008; the holiday credit will be observed on Monday, December 29, 2008.
- ◆ Columbus Day is observed Monday, October 13, 2008; however classes are in session on this date, and therefore, the holiday credit will be observed on Tuesday, December 30, 2008.

*\*Please note that Wednesday, December 31<sup>st</sup> is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.*

**THE HOLIDAY BREAK WILL BE FROM DECEMBER 25, 2008 THROUGH JANUARY 1, 2009**