



Office of Human Resources
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MEMORANDUM

DATE: January 3, 2007
TO: All Staff
FROM: Kellie Garcia
 Director, Human Resources
SUBJECT: Holiday Calendar 2007/2008

	<u>Holiday</u>	<u>Classes Scheduled</u>
July 04, 2007	Independence Day	No
Sep. 03, 2007	Labor Day	No
Nov. 12, 2007 (observed)	Veteran's Day	No
Nov. 22, 2007	Thanksgiving Day	No
Nov. 23, 2007	Lincoln's Birthday - Moved	No
Dec. 24, 2007	President's Day - Moved	No
Dec. 25, 2007	Christmas Day	No
Dec. 26, 2007	Admission Day - Moved	No
Dec. 27, 2007	Columbus Day - Moved	No
Jan. 01, 2008	New Year's Day	No
Jan. 21, 2008	Martin Luther King, Jr.'s Birthday	No
Mar. 31, 2008	Cesar Chavez Day	No
May 26, 2008	Memorial Day	No

Each employee is entitled to one Personal Holiday, which must be taken on one day during the 2007 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 Monday, February 12, 2007; the holiday credit will be observed Friday, November 23, 2007.
- ◆ President's Day is observed Monday, February 19, 2007; however, classes are in session on this date, and therefore, the holiday credit will be observed on Monday, December 24, 2007.
- ◆ Admission Day is observed Sunday, September 9, 2007; the holiday credit will be observed on Wednesday, December 26, 2007.
- ◆ Columbus Day is observed Monday, October 8, 2006; however classes are in session on this date, and therefore, the holiday credit will be observed on Thursday, December 27, 2007.

THE HOLIDAY BREAK WILL BE FROM DECEMBER 24, 2007 THROUGH DECEMBER 27, 2007

"ATTITUDE MAKES THE DIFFERENCE"