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Memorandum

DATE: January 13, 2020

TO: All Staff

FROM: Kellie Garcia, Associate Vice President

Human Resources & Administrative Services

SUBJECT: Holiday Calendar 2020/2021

<u>Holiday</u>		Classes <u>Scheduled</u>	
July 03, 2020	Independence Day - Observed	No	
Sept. 07, 2020	Labor Day	No	
Nov. 11, 2020	Veteran's Day	No	
Nov. 26, 2020	Thanksgiving Day	No	
Nov. 27, 2020	Lincoln's Birthday - Moved	No	
Dec. 25, 2020	Christmas Day	No	
Dec. 28, 2020	President's Day - Moved	No	
Dec. 29, 2020	Admission Day - Moved	No	
Dec. 30, 2020	Columbus Day - Moved	No	
Dec. 31, 2020	Campus Closed*	No	
Jan. 01, 2021	New Year's Day	No	
Jan. 18, 2021	Martin Luther King, Jr.'s Birthday	No	
Mar. 31, 2021	Cesar Chavez Day	No	
May 31, 2021	Memorial Day	No	

Each employee is entitled to one Personal Holiday, which must be taken on one day during the 2020 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 Wednesday, February 12, 2020; the holiday credit will be observed Friday, November 27, 2020.
- ♦ President's Day is observed Monday, February 17, 2020; however, classes are in session on this date, and therefore, the holiday credit will be observed on Monday, December 28, 2020.
- ♦ Admission Day is observed Wednesday, September 9, 2020; the holiday credit will be observed on Tuesday, December 29, 2020.
- ♦ Columbus Day is observed Monday, October 12, 2020; however, classes are in session on this date, and therefore, the holiday credit will be observed on Wednesday, December 30, 2020.

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