2024/2025 PAYROLL CALENDAR - California State University, Bakersfield

- **$** Faculty & Staff Paper Warrant Payday/4pm - Mgrs. approve AM time
- **#** Student Pay, Intermittent Hourly, Misc. Payments Payday/2pm
- **▼** Deadline - student to input time
- **@** PS Deadline - MPP or designee to approve student time

Pay Period: May 1 - May 31 (22 days)

Pay Period: August 30 - September 30 (22 days)

Pay Period: October 31 - November 30 (22 days)

Pay Period: December 1 - December 31 (22 days)

Pay Period: January 1 - January 30 (22 days)

Pay Period: February 1 - February 28 (21 days)

Pay Period: March 1 - March 31 (21 days)

Pay Period: April 1 - April 30 (22 days)

Pay Period: May 1 - May 31 (22 days)

Pay Period: June 1 - June 30 (21 days)
HOLIDAY CAMPUS CLOSURE

As shown below, the campus will be closed this year from December 25, 2024 through January 1, 2025. During this period, there are five holidays that will be observed to allow for campus closure and one day that employees must use their own time to cover.

Wednesday 12/25/24  Christmas Day
Thursday 12/26/24  President’s Day .......... Moved
Friday 12/27/24  Admissions Day .......... Moved
Monday 12/30/24  Indigenous Peoples’ Day .......... Moved
Tuesday 12/31/24  Campus Closed
Wednesday 1/1/25  New Year’s Day

Employees who need to work on a holiday should contact their supervisor by the first part of December to allow review time by the appropriate administrator. The only offices that will remain open are those that are required to provide essential services. Such requests must be reviewed on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive instructions from Human Resources regarding the 2024/2025 Holiday Calendar.

HOLIDAYS FOR FISCAL YEAR 2024/2025

<table>
<thead>
<tr>
<th>2024</th>
<th>Holiday</th>
<th>Classes Scheduled</th>
<th>2025</th>
<th>Holiday</th>
<th>Classes Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day</td>
<td>No</td>
<td>January 1</td>
<td>New Year’s Day</td>
<td>No</td>
</tr>
<tr>
<td>September 2</td>
<td>Labor Day</td>
<td>No</td>
<td>January 20</td>
<td>Martin Luther King, Jr.’s Birthday</td>
<td>No</td>
</tr>
<tr>
<td>November 11</td>
<td>Veteran’s Day - Observed</td>
<td>No</td>
<td>March 31</td>
<td>Cesar Chavez Day - Observed</td>
<td>No</td>
</tr>
<tr>
<td>November 28</td>
<td>Thanksgiving Day</td>
<td>No</td>
<td>May 26</td>
<td>Memorial Day</td>
<td>No</td>
</tr>
<tr>
<td>November 29</td>
<td>Lincoln’s Birthday - Moved</td>
<td>No</td>
<td>June 19</td>
<td>Juneteenth</td>
<td>No</td>
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<tr>
<td>December 25</td>
<td>Christmas Day</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 26</td>
<td>President’s Day - Moved</td>
<td>No</td>
<td></td>
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<tr>
<td>December 27</td>
<td>Admissions Day - Moved</td>
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<tr>
<td>December 30</td>
<td>Indigenous Peoples’ Day - Moved</td>
<td>No</td>
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<td></td>
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<tr>
<td>December 31</td>
<td>Campus Closed*</td>
<td>No</td>
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</tbody>
</table>

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

ACADEMIC WORK CALENDAR

SUMMER SESSION - 55 DAYS
May 28, 2024 - August 14, 2024

FALL SEMESTER - 85 DAYS
August 19, 2024 - December 18, 2024

SPRING SEMESTER - 85 DAYS
January 15, 2025 - May 21, 2025