



November 12, 2009

## WORK SCHEDULE FOR 2010

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### The scheduled holidays for the upcoming 2010 calendar year are below:

Friday, January 1, 2010	New Year's Day, 2010
Monday, January 18, 2010	Martin Luther King, Jr.'s Birthday observed
Monday, February 15, 2010	Floating Holiday (Washington's Birthday observed)
Wednesday, March 31, 2010	Cesar Chavez's Birthday observed
Monday, May 31, 2010	Memorial Day observed
Monday, July 5, 2010	Independence Day
Monday, September 6, 2010	Labor Day observed
Thursday, November 11, 2010	Floating Holiday (Veterans' Day observed)
Thursday, November 25, 2010	Thanksgiving Day
Friday, November 26, 2010	Floating Holiday (Lincoln's Birthday observed)
Thursday, December 23, 2010	Floating Holiday (CA Admission Day observed)
Friday, December 24, 2010	Christmas Eve
Thursday, December 30, 2010	Floating Holiday (Columbus Day observed)
Friday, December 31, 2010	New Year's Day 2011

The Campus will be closed on all of the above days. Supervisors should not schedule employees on the above days, except in emergency situations or for required essential services.

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 2010** may be used on any one day acceptable to the employee's supervisor and should be used by December 31, 2010.

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 2010 work/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 email, please print out or post the schedule for them. If you have any questions about the new schedule, please call Angela Borin in Human Resources at extension 6-6446.