

California State University, Long Beach Research Foundation

Memorandum

2019 RESEARCH FOUNDATION HOLIDAY SCHEDULE

October 29, 2018

Code: HR-19-01

To: Research Foundation Employees
Project Directors

From: Stephanie Moreno
Director of Human Resources & Administrative Services

Subject: CSULB Research Foundation 2019 Observed Holiday Schedule

The following is a list of CSULB Research Foundation observed holidays for the 2019 year:

Martin Luther King, Jr. Day	Monday, January 21, 2019
Cesar Chavez Day	Monday, April 1, 2019 (Observed)
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Veterans Day	Monday, November 11, 2019
Thanksgiving Day	Thursday, November 28, 2019
Friday Following Thanksgiving Day	**See Note Below
Winter/New Year's Break (6 days)	Wednesday, December 25, 2019 through Wednesday, January 1, 2020 <u>Return to work Thursday, January 2, 2020</u>

** Note: The Friday following Thanksgiving Day is an **unpaid** campus closure day. Employees must use their accrued vacation or OPA time for this day or if none available, take the day without pay.

Please call extension 5-7950 if you have any questions.