



DATE: November 3, 2009

TO: SJSU Research Foundation Employees

FROM: Cheree Aguilar-Suarez  
Director of Human Resources

SUBJECT: **AMENDED – 2009 HOLIDAY SCHEDULE**

This amended holiday schedule supersedes the holiday calendar distributed on November 21, 2008, for the San Jose State University Research Foundation. Employees who are required to work on a designated holiday or on a weekend must have a signature approval of their Project Director in order to be paid for days worked. Thank you for your cooperation.

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Thursday	New Year's Day
January 19	Monday	Martin Luther King Jr. Day
March 31	Tuesday	Cesar Chavez Day
May 25	Monday	Memorial Day
July 4	<b>Observed Friday</b> <b>July 3</b>	Independence Day
September 7	Monday	Labor Day
November 11	Wednesday	Veterans Day
November 26	Thursday	Thanksgiving
November 27	Friday	Foundation Holiday
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December 21	Monday	<b>Central Offices Closed*</b>
December 22	Tuesday	<b>Central Offices Closed*</b>
December 23	Wednesday	<b>Central Offices Closed*</b>
December 24	Thursday	<b>Central Offices Closed*</b>
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December 25	Friday	Christmas Day
December 28	Monday	Foundation Holiday
December 29	Tuesday	Foundation Holiday
December 30	Wednesday	Foundation Holiday
December 31	Thursday	Foundation Holiday
January 1	Friday	New Year's Day (2010 Holiday)

\*Central Office, located at 210 North Fourth Street, will be closed December 21, 22, 23, and 24, 2009. Closure days are not paid holidays.