



DATE: November 30, 2009  
TO: SJSU Research Foundation Employees  
FROM: Cheree Aguilar-Suarez  
Director of Human Resources  
SUBJECT: **2010 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San Jose State University Research Foundation for 2010. Employees, who are required to work on a designated holiday, on a weekend, or on Central Office closure days, must have a signature approval of their Project Director in order to be paid for days worked. Thank you for your cooperation.

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>HOLIDAY</u></b>
January 1	Friday	2010 New Year's Day
January 18	Monday	Martin Luther King Jr. Day
March 31	Wednesday	Cesar Chavez Day
May 31	Monday	Memorial Day
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July 2	Friday	<b>Central Offices Closed*</b>
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July 4	<b>Observed Monday,</b>	Independence Day
	<b>July 5</b>	
September 6	Monday	Labor Day
November 11	Thursday	Veterans Day
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November 24	Wednesday	<b>Central Offices Closed*</b>
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November 25	Thursday	Thanksgiving Day
November 26	Friday	Foundation Holiday
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December 22	Wednesday	<b>Central Offices Closed*</b>
December 23	Thursday	<b>Central Offices Closed*</b>
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December 25	<b>Observed Friday,</b>	Christmas Day
	<b>December 24</b>	
December 27	Monday	Foundation Holiday
December 28	Tuesday	Foundation Holiday
December 29	Wednesday	Foundation Holiday
December 30	Thursday	Foundation Holiday
January 1	<b>Observed Friday,</b>	New Year's Day (2011 Holiday)
	<b>December 31</b>	

\*Central Office services, located at 210 North Fourth Street, will be closed.  
Closure days are not paid holidays.