



DATE: December 1, 2011

TO: SJSU Research Foundation Employees

FROM: Cheree Aguilar-Suarez, Director of Human Resources

SUBJECT: **2012 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San Jose State University Research Foundation for 2012. 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	Observed Monday,	2012 New Year's Day
	January 2	
January 16	Monday	Martin Luther King Jr. Day
March 31	Observed Friday	Cesar Chavez Day
	March 30	
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
September 3	Monday	Labor Day
November 11	Observed Monday,	Veterans Day
	November 12	
November 22	Thursday	Thanksgiving Day
November 23	Friday	Foundation Holiday
December 25	Tuesday	Christmas Day
December 26	Wednesday	Foundation Holiday
December 27	Thursday	Foundation Holiday
December 28	Friday	Foundation Holiday
December 31	Monday	Foundation Holiday
January 1	Tuesday	New Year's Day (2013 Holiday)