

DATE: December 7, 2012

TO: SJSU Research Foundation Employees

FROM: Cheree Aguilar-Suarez, Director of Human Resources

SUBJECT: **2013 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San Jose State University Research Foundation for 2013. 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	Tuesday	2013 New Year's Day
January 21	Monday	Martin Luther King Jr. Day
March 31	Observed Monday, April 1	Cesar Chavez Day
May 27	Monday	Memorial Day
July 4	Thursday	Independence Day
September 2	Monday	Labor Day
November 11	Monday	Veterans Day
November 28	Thursday	Thanksgiving Day
November 29	Friday	Foundation Holiday
December 24	Tuesday	Central Office Closure*
December 25	Wednesday	Christmas Day
December 26	Thursday	Foundation Holiday
December 27	Friday	Foundation Holiday
December 30	Monday	Foundation Holiday
December 31	Tuesday	Foundation Holiday
January 1	Wednesday	2014 New Year's Day

*Central Office, located at 210 North Fourth Street, closure days. Central Office services will be closed for business. Designated Central Office closure days are not paid holidays.