HOLIDAY CAMPUS CLOSURE

As shown below the campus will be closed this year and next year from December 25, 2019 through January 1, 2020. During this period, there are five holidays and one day that would otherwise be a workday. Employees may take and charge Tuesday, December 31, 2019 as indicated below or they may elect to be “docked” this day, if they wish to use their time on the books at a later date.

Wednesday 12/25/19 Christmas Day
Thursday 12/26/19 Columbus Day Observed
Friday 12/27/19 Lincoln’s Birthday (2020) Observed
Monday 12/30/19 President’s Day (2020) Observed
Tuesday 12/31/19 May use Vacation, CTO, Additional Day Off (ADO) or Personal Holiday

NOTE: Such “dock” time must be reported to Payroll Services no later than December 16, 2019 to ensure an accurate December pay warrant.

If an employee does not have sufficient Vacation, CTO, or Personal Holiday time to cover the scheduled day of closure, they shall be provided sufficient work to prevent any loss of pay or benefits in accordance with the appropriate collective bargaining contracts or Trustee’s policy. If such work exceeds 40 hours per week for non-exempt employees (under the Fair Labor Standards Act), they are entitled to time and one-half compensation per the contracts.

Sick leave cannot be granted during the campus closure unless the employee is officially scheduled to work during the closure.

Employees who need to work should contact their supervisor by the first part of December to allow review time by the Dean or Director. The only offices that will remain open are those that are required to provide essential services. Such requests must be looked at on an individual basis.

If you have any questions, please direct them to your department administrative assistant who will receive detailed instructions from the Division of Administration and Finance regarding the 2019 Holiday Closure.

HOLIDAYS FOR FISCAL YEAR 2019 - 2020

INDEPENDENCE DAY THURSDAY, JULY 4, 2019 CLOSED
LABOR DAY MONDAY, SEPTEMBER 2, 2019 CLOSED
VETERANS DAY OBSERVED MONDAY, NOVEMBER 11, 2019 CLOSED
THANKSGIVING DAY THURSDAY, NOVEMBER 28, 2019 CLOSED
ADMISSION DAY OBSERVED FRIDAY, NOVEMBER 29, 2019 CLOSED
CHRISTMAS DAY WEDNESDAY, DECEMBER 25, 2019 CLOSED
COLUMBUS DAY OBSERVED THURSDAY, DECEMBER 26, 2019 CLOSED
LINCOLN’S BIRTHDAY (2020) OBSERVED FRIDAY, DECEMBER 27, 2019 CLOSED
PRESIDENT’S DAY (2020) OBSERVED MONDAY, DECEMBER 30, 2019 CLOSED
MAY USE VACATION, CTO, ADO OR PERSONAL HOLIDAY TUESDAY, DECEMBER 31, 2019 CLOSED
NEW YEAR’S DAY WEDNESDAY, JANUARY 1, 2020 CLOSED
MARTIN LUTHER KING, JR. DAY MONDAY, JANUARY 20, 2020 CLOSED
CESAR CHAVEZ DAY TUESDAY, MARCH 31, 2020 CLOSED
MEMORIAL DAY MONDAY, MAY 25, 2020 CLOSED

ACADEMIC CALENDAR

FALL SEMESTER AUGUST 19, 2019 – DECEMBER 24, 2019 87 DAYS
WINTER SESSION JANUARY 02, 2020– JANUARY 17, 2020 12 DAYS
SPRING SEMESTER JANUARY 21, 2020 – MAY 22, 2020 85 DAYS
SPRING RECESS March 30, 2020– APRIL 5, 2020 5 DAYS
SUMMER SESSION MAY 26, 2020 – AUGUST 14, 2020 3 SESSIONS