California State University, Long Beach Foundation
Memorandum

October 13, 2009

TO: Foundation Employees
    Project Directors

FROM: Stephanie Moreno
      Associate Director of Human Resources & Admin Services

SUBJECT: CSULB Foundation 2010 Holiday Schedule

The following is a list of CSULB Foundation holidays for the 2010 year:

- **Martin Luther King, Jr. Day**
  - Monday, January 18, 2010

- **Caesar Chavez Day**
  - Wednesday, March 31, 2010

- **Memorial Day**
  - Monday, May 31, 2010

- **Independence Day**
  - Sunday, July 4, 2010
  - (Observed Monday, July 5, 2010)

- **Labor Day**
  - Monday, September 6, 2010

- **Veteran's Day**
  - Thursday, November 11, 2010

- **Thanksgiving Day ***
  - Thursday, November 25, 2010

- **Winter/New Year's Break**
  - Friday, December 24, 2010 through January 1, 2011
  - (Saturday, December 25, 2010 - observed Friday, December 24, 2010 and Saturday, January 1, 2011 - observed Friday, December 31, 2010) - Return to work on Monday, January 3, 2011

**NOTE:** The Friday following Thanksgiving Day is an unpaid holiday. Employees may use their accrued Vacation or Other Paid Absences (OPA) for this day or opt to take the day without pay.

Please call extension 57950 if you have any questions.