

California State University, Long Beach Research Foundation

Memorandum

2016 RESEARCH FOUNDATION OBSERVED HOLIDAY SCHEDULE

October 6, 2015

Code: HR-16-01

To: Research Foundation Employees
Project Directors

From: Stephanie Moreno
Associate Director of Human Resources & Administrative Services

Subject: CSULB Research Foundation 2016 Observed Holiday Schedule

The following is a list of CSULB Research Foundation observed holidays for the 2016 year:

Martin Luther King, Jr. Day	Monday, January 18, 2016
Cesar Chavez Day	Thursday, March 31, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans' Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Friday Following Thanksgiving Day	**See Note Below
Winter/New Year's Break (6 days)	Sunday, December 25, 2016 through Sunday, January 1, 2017 (Observed Monday, January 2, 2017) <u>Return to work Tuesday, January 3, 2017</u>

** Note: The Friday following Thanksgiving Day is an **unpaid** holiday. Employees may use their accrued vacation or OPA time for this day or opt to take the day without pay.

Please call extension 5-7950 if you have any questions.

Holidays2016