

California State University, Long Beach Research Foundation


Memorandum

2018 RESEARCH FOUNDATION OBSERVED HOLIDAY SCHEDULE

October 19, 2017

Code: HR-18-01

To: Research Foundation Employees
Project Directors

From: Stephanie Moreno 
Director of Human Resources & Administrative Services

Subject: CSULB Research Foundation 2018 Observed Holiday Schedule

The following is a list of CSULB Research Foundation observed holidays for the 2018 year:

Martin Luther King, Jr. Day	Monday, January 15, 2018
Cesar Chavez Day	Friday, March 30, 2018 (Observed)
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Veterans' Day	Monday, November 12, 2018 (Observed)
Thanksgiving Day	Thursday, November 22, 2018
Friday Following Thanksgiving Day	**See Note Below
Winter/New Year's Break (6 days)	Tuesday, December 25, 2018 through Tuesday, January 1, 2019 <u>Return to work Wednesday, January 2, 2019</u>

** Note: The Friday following Thanksgiving Day is an unpaid campus closure day. Employees must use their accrued vacation or OPA time for this day or if none available, take the day without pay.

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