

**THE CALIFORNIA STATE UNIVERSITY**  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4275  
(562) 951-4411

**Date:** January 25, 2001

**Code:** HR 2001-05  
**Ref.:** HR 2000-07

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources

Dr. David S. Spence  
Executive Vice Chancellor and  
Chief Academic Officer



**Subject:** 2000/2001 ACADEMIC CALENDAR AND PAY PERIOD CERTIFICATION Revision –  
Cesar Chavez Holiday

As communicated in coded memorandum HR 2001-04 dated January 24, 2001, March 31, Cesar Chavez Day, is a paid holiday for CSU employees, effective calendar year 2001. In year 2001, the holiday will be observed on Friday, March 30<sup>th</sup>. The addition of this paid holiday may require a revision to your 2000/2001 campus academic calendar. We have attached a copy of your current campus academic calendar indicating the addition of this paid holiday. The CSU normal academic calendar typically consists of 147 instructional days and 170 academic work days. We are providing an exception to the minimum number of instructional and/or academic work days this academic year if needed as a result of the provision of this holiday. **If you have any changes to the proposed revision (attached) for your campus, please provide the changes to me no later than February 6, 2001, so we can work with the State Controller's Office to program the revisions into the state payroll system.** If we do not hear from you by February 6<sup>th</sup>, we will assume that the proposed revision for your campus correctly reflects your revised academic calendar for 2000/2001.

Please refer to HR 2000-07 for general information on Academic Calendar Norms and Definitions (Attachment 1), the Beginning and Ending Dates of Pay Period listing (Attachment 2) and Pay Period Certification Form SC-47 (Attachment 3). Please direct any questions you may have concerning information contained in this letter as follows:

**Effect of Academic Calendar on Retirement and Benefits, YRO Implementation**

Cordelia Ontiveros, Human Resources/ Academic Personnel Services (562) 951-4503

**Academic Calendar Norms and Definitions**

Jolayne Service, Academic Affairs/ Academic Program Planning (562) 951-4723

**Academic Calendar and Pay Period Certification (Form SC-47)**

Theresa Hines, Human Resources/ Human Resource Services (562) 951-4412

Attachment

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**Distribution:** Vice Presidents, Academic Affairs  
Payroll Managers

(With Attachment)