

2010

DAY PLANNER

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HOLIDAY OBSERVANCES

JANUARY

New Year's Day..... January 1
 Martin Luther King Jr. Day..... January 18

MARCH

Cesar Chavez Day..... March 31

MAY

Memorial Day..... May 31

JULY

Independence Day..... July 5

SEPTEMBER

Labor Day..... September 6

NOVEMBER

Veterans Day..... November 11
 Thanksgiving..... November 25
 Columbus Day..... November 26

DECEMBER

Christmas..... December 24
 Lincoln's Birthday..... December 27
 Presidents' Day..... December 28
 Admission Day..... December 29
 New Year's Day 2011 Observed..... December 31

LEGEND

- Payday
- Holiday
- Payroll Cutoff
- Staff Attendance Due in Payroll
- Positive Pay* Attendance Due in Payroll
- Direct Deposit Posted
- Office Closed**

*Positive pay includes pay for special consultants, students and hourly intermittent employees, as well as shift differential, stipend and overtime pay. Positive pay requests received in payroll by the due date will be paid by the 15th of the month.

JANUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1-31 • 21 days

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 1-March 1 • 21 days

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2-31 • 22 days

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 1-30 • 22 days

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 1-31 • 21 days

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 1-30 • 22 days

JULY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 1-31 • 22 days

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 1-31 • 22 days

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 1-30 • 22 days

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October 1-November 1 • 22 days

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November 2-December 1 • 22 days

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December 2-31 • 22 days

** Employees may charge Thursday, December 30, 2010, as a Personal Holiday or Vacation day, use CTO, or elect to be "docked" on that date if they wish to use their time on the books at a later date. Should an employee not have Vacation accrued, sufficient CTO Balance or Personal Holiday to cover the scheduled closure he/she shall be provided sufficient work prior to the scheduled closure, to prevent any loss of pay or benefits.