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 28
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

HOLIDAY OBSERVANCES

APRIL
April 1–30 • 22 days

MAY
May 1–31 • 21 days

JUNE
June 1–30 • 22 days

JULY
July 1–31 • 22 days

AUGUST
August 1–31 • 22 days

SEPTEMBER
September 1–30 • 22 days

OCTOBER
October 1–November 1 • 22 days

NOVEMBER
November 2–December 1 • 22 days

DECEMBER
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.

*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.

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