



<b>SCHEDULE OF 2012 PAY PERIODS, HOLIDAYS, AND PAYDAYS</b>						
<b>Pay Period</b>	<b>Inclusive Dates</b>	<b>Work Days</b>	<b>Hours Paid<sup>1</sup></b>	<b>Holidays</b>		<b>2012 Paydays<sup>3</sup></b>
				<b>Holiday Observed</b>	<b>Campus Open<sup>2</sup></b>	
January	Jan 01 – Jan 31	22	176	Jan 2 & 16		Feb 01
February	Feb 01 – Feb 29	21	168		Feb 13 & 20	Mar 01
March	Mar 01 – Mar 31	22	176	Mar 30		Apr 02
April	Apr 01 – April 30	21	168			May 01
May	May 01 – May 30	22	176	May 28		May 31
June	May 31 – Jun 30	22	176			Jul 02
July	Jul 01 – Jul 31	22	176	Jul 4		Aug 01
August	Aug 01 – Aug 30	22	176			Aug 31
September	Aug 31 – Sep 30	21	168	Sep 3	Sep 10	Oct 01
October	Oct 01 – Oct 30	22	176		Oct 8	Oct 31
November	Oct 31 – Nov 29	22	176	Nov 12,22, 23		Nov 30
December	Nov 30 – Dec 31	22	176	Dec 25,26,27,28		Jan 2

<b><u>HOLIDAY</u></b>	<b><u>CAMPUS OPEN</u></b>	<b><u>HOLIDAY OBSERVED</u></b>
Lincoln's Birthday	February 13, 2012	November 23, 2012
Presidents' Day	February 20, 2012	December 26, 2012
Admission Day	September 10, 2012	December 27, 2012
Columbus Day	October 08, 2012	December 28, 2012

Please note that all absences must be posted and approved in Absence Management by the first working day following the close of a pay period

Non-faculty employees are paid on the basis of a 40-hour workweek, Monday through Friday, for 21 or 22 work days and 168 or 176 hours per month (determined by the State of California). Employees working alternate schedules other than Monday through Friday have their excess or deficit hours reported in Absence Management in accordance with HR Technical Letter 2003-28.

<sup>2</sup> Observance of the holidays listed will change from the official date under "Campus Open" to the date shown under "Holiday Observed."

<sup>3</sup> Paychecks will be disbursed in Human Resources, UPD Building, Third Floor, between 9:00 and 11:00 am. Checks will be released to designated individuals whose names are on file with Human Resources.