

# San José State University Research Foundation

DATE: November 15, 2015  
TO: SJSU Research Foundation Employees  
FROM: Cheree Aguilar, Senior Director, Human Resources  
SUBJECT: **2016 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San José State University Research Foundation for 2016. Employees who are required to work on a designated holiday or on a weekend must have signature approval from their project director in order to be paid for days worked. Thank you for your cooperation.

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Friday	2016 New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
March 31	Thursday	Cesar Chavez Day
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
November 11	Friday	Veterans Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Foundation Holiday
<b>December 23</b>	<b>Friday</b>	<b>Central Office Closure*</b>
December 26	Monday	Christmas Day
December 27	Tuesday	Foundation Holiday
December 28	Wednesday	Foundation Holiday
December 29	Thursday	Foundation Holiday
December 30	Friday	Foundation Holiday
January 2	Monday	2017 New Year's Day Observed

\*The Central Office is located at 210 North 4th Street. Central Office services will be closed for business during designated closure days. Designated 'Central Office Closure days' are not paid holidays.