

San Jose State University Research Foundation

DATE: November 15th, 2019
TO: SJSU Research Foundation Employees
FROM: Guadalupe Lechuga, Director, Human Resources
SUBJECT: **2020 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San José State University Research Foundation for 2020. Please refer to the Employee Handbook for holiday pay eligibility requirements.

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Wednesday	2020 New Year's Day
January 20	Monday	Martin Luther King, Jr. Day
March 31	Tuesday	Cesar Chavez Day Observed
May 25	Monday	Memorial Day
July 3	Friday	Independence Day Observed
September 7	Monday	Labor Day
November 11	Wednesday	Veterans Day
November 26	Thursday	Thanksgiving Day
November 27	Friday	Foundation Holiday
December 25	Friday	Christmas Day
December 28	Monday	Foundation Holiday
December 29	Tuesday	Foundation Holiday
December 30	Wednesday	Foundation Holiday
December 31	Thursday	Central Office Closure*
January 1	Friday	2021 New Year's Day

*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. A benefited employee who does not work and wishes to receive pay for a 'Central Office Closure' day must use vacation hours.