

# San José State University Research Foundation

DATE: October 28, 2022  
TO: SJSU Research Foundation Employees  
FROM: Ranjit Kaur, Director, Human Resources  
SUBJECT: **2023 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San José State University Research Foundation for 2023. Please refer to the Employee Handbook for holiday pay eligibility requirements.

| <u>DATE</u>        | <u>DAY</u>    | <u>HOLIDAY</u>                     |
|--------------------|---------------|------------------------------------|
| January 2          | Monday        | 2023 New Year's Day Obs.           |
| January 16         | Monday        | Martin Luther King, Jr. Day        |
| March 31           | Friday        | Cesar Chavez Day                   |
| May 29             | Monday        | Memorial Day                       |
| June 19            | Monday        | Juneteenth                         |
| July 4             | Tuesday       | Independence Day                   |
| September 4        | Monday        | Labor Day                          |
| November 10        | Friday        | Veterans Day                       |
| November 23        | Thursday      | Thanksgiving Day                   |
| November 24        | Friday        | Foundation Holiday                 |
| December 25        | Monday        | Christmas Day                      |
| December 26        | Tuesday       | Foundation Holiday                 |
| December 27        | Wednesday     | Foundation Holiday                 |
| December 28        | Thursday      | Foundation Holiday                 |
| <b>December 29</b> | <b>Friday</b> | <b>Central Office Closure Day*</b> |
| January 1          | Monday        | 2024 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.