

SCHEDULE OF 2020 PAY PERIODS, HOLIDAYS, AND PAYDAYS						
Pay Period	Inclusive Dates	Work Days	Hours Paid¹	Holidays		2020 Paydays³
				Holiday Observed	Campus Open²	
January	Jan 01 – Jan 30	22	176	Jan 1 & 20		Jan 31
February	Jan 31 – Feb 29	21	168		Feb 12 & 17	Mar 02
March	Mar 01 – Mar 31	22	176	Mar 31		Apr 01
April	Apr 01 – Apr 30	22	176			May 01
May	May 01 – May 31	21	168	May 25		Jun 01
June	Jun 01 – Jun 30	22	176			Jul 01
July	Jul 01 – Jul 30	22	176	Jul 3		Jul 31
August	Jul 31 – Aug 31	22	176			Sept 01
September	Sep 01 – Sep 30	22	176	Sep 7	Sep 9	Oct 01
October	Oct 01 – Oct 31	22	176		Oct 12	Nov 02
November	Nov 01 – Dec 01	22	176	Nov 11,26,27		Dec 02
December	Dec 02 – Dec 31	22	176	Dec 25,28,29,30		Jan 04

HOLIDAY	CAMPUS OPEN	HOLIDAY OBSERVED
Lincoln’s Birthday	February 12, 2020	November 27, 2020
Washington’s Birthday	February 17, 2020	December 28, 2020
Admission Day	September 9, 2020	December 29, 2020
Columbus Day	October 12, 2020	December 30, 2020

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.

¹ 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.

² Observance of the holidays listed will change from the official date under “Campus Open” to the date shown under "Holiday Observed."

³ Paychecks will be disbursed in University Personnel, UPD Building, Third Floor, between 9:00 and 11:00 am. Checks will be released to designated individuals whose names are on file with University Personnel.