

<b>SCHEDULE OF 2021 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>2021 Paydays<sup>2</sup></b>
				<b>Holiday Observed</b>	<b>Campus Open<sup>3</sup></b>	
January	Jan 01 – Jan 31	21	168	Jan 1 & 18		Feb 01
February	Feb 01 – Mar 01	21	168		Feb 12 & 15	Mar 02
March	Mar 02 – Mar 31	22	176	Mar 31		Apr 01
April	Apr 01 – Apr 30	22	176			May 03
May	May 01 – May 31	21	168	May 31		Jun 01
June	Jun 01 – Jun 30	22	176			Jul 01
July	Jul 01 – Jul 31	22	176	Jul 5		Aug 02
August	Aug 01 – Aug 31	22	176			Sept 01
September	Sep 01 – Sep 30	22	176	Sep 6	Sep 9	Oct 01
October	Oct 01 – Nov 01	22	176		Oct 11	Nov 02
November	Nov 02 – Dec 01	22	176	Nov 11, 25, 26		Dec 02
December	Dec 02 – Dec 31	22	176	Dec 24, 27, 28, 29, 31		Jan 03

<b>HOLIDAY</b>	<b>CAMPUS OPEN</b>	<b>HOLIDAY OBSERVED</b>
Lincoln’s Birthday	February 12, 2021	November 26, 2021
Washington’s Birthday	February 15, 2021	December 27, 2021
Admission Day	September 9, 2021	December 28, 2021
Columbus Day	October 11, 2021	December 29, 2021

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.

<sup>1</sup> 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> 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.

<sup>3</sup> Observance of the holidays listed will change from the official date under “Campus Open” to the date shown under “Holiday Observed.”