

SCHEDULE OF 2016 PAY PERIODS, HOLIDAYS, AND PAYDAYS						
Pay Period	Inclusive Dates	Work Days	Hours Paid¹	Holidays		2016 Paydays³
				Holiday Observed	Campus Open²	
January	Jan 01 – Jan 31	21	168	Jan 1 & 18		Feb 01
February	Feb 01 – Mar 01	22	176		Feb 12 & 15	Mar 02
March	Mar 02 – Mar 31	22	176	Mar 31		Apr 01
April	Apr 01 – April 30	21	168			May 02
May	May 01 – May 31	22	176	May 30		Jun 01
June	Jun 01 – Jun 30	22	176			Jul 01
July	Jul 01 – Aug 01	22	176	Jul 4		Aug 02
August	Aug 02 – Aug 31	22	176			Sep 01
September	Sep 01 – Sep 30	22	176	Sep 5	Sep 9	Oct 03
October	Oct 01 – Oct 31	21	168		Oct 10	Nov 01
November	Nov 01 – Nov 30	22	176	Nov 11,24,25		Dec 01
December	Dec 01 – Dec 31	22	176	Dec 26,27,28,29		Jan 03

<u>HOLIDAY</u>	<u>CAMPUS OPEN</u>	<u>HOLIDAY OBSERVED</u>
Lincoln's Birthday	February 12, 2016	November 25, 2016
Washington's Birthday	February 15, 2016	December 27, 2016
Admission Day	September 09, 2016	December 28, 2016
Columbus Day	October 10, 2016	December 29, 2016

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 Human Resources, UPD Building, Third Floor, between 9:00 and 11:00 am. Checks will be released to designated individuals whose names are on file with Human Resources.