

SCHEDULE OF 2019 PAY PERIODS, HOLIDAYS, AND PAYDAYS						
Pay Period	Inclusive Dates	Work Days	Hours Paid ¹	Holidays		2019 Paydays ³
				Holiday Observed	Campus Open ²	
January	Jan 01 – Jan 30	22	176	Jan 1 & 21		Jan 31
February	Jan 31 – Feb 28	21	168		Feb 12 & 18	Mar 01
March	Mar 01 – Mar 31	21	168	April 1		Apr 02
April	Apr 01 – Apr 30	22	176			May 01
May	May 01 – May 30	22	176	May 27		May 31
June	May 31– Jun 30	21	168			Jul 01
July	Jul 01 – Jul 30	22	176	Jul 4		Jul 31
August	Jul 31 – Aug 29	22	176			Aug 30
September	Aug 30 – Sep 30	22	176	Sep 2	Sep 9	Oct 01
October	Oct 01 – Oct 30	22	176		Oct 14	Oct 31
November	Oct 31 – Nov 30	22	176	Nov 11,28,29		Dec 02
December	Dec 1 – Dec 31	22	176	Dec 25,26,27,30		Jan 02

<u>HOLIDAY</u>	<u>CAMPUS OPEN</u>	<u>HOLIDAY OBSERVED</u>
Lincoln's Birthday	February 12, 2019	November 29, 2019
Washington's Birthday	February 18, 2019	December 26, 2019
Admission Day	September 9, 2019	December 27, 2019
Columbus Day	October 14, 2019	December 30, 2019

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.