



Revised

MEMORANDUM

DATE: March 24, 2023

TO: Auxiliary for Sponsored Programs Administration (SPA) Employees

FROM: Lori Blodorn, Associate Vice President 
Human Resource & Administrative Services

SUBJECT: Holiday Calendar 2022/23

Attached please find a copy of the Holiday Calendar for 2022/23 **now including Juneteenth (June 19th)** for the University which the SPA employees also adhere to. This calendar has also been updated and posted to the Auxiliary for SPA website.

Please do not hesitate to contact me if any questions.

LB:fj

Attachment



Revised

MEMORANDUM

DATE: March 23, 2023

TO: All Staff

FROM: Lori Blodorn, Associate Vice President *LB*
Human Resource & Administrative Services

SUBJECT: Holiday Calendar 2022/2023

<u>Holiday</u>	<u>Classes Scheduled</u>	
July 04, 2022	Independence Day	No
Sept. 05, 2022	Labor Day	No
Nov. 11, 2022	Veteran's Day	No
Nov. 24, 2022	Thanksgiving Day	No
Nov. 25, 2022	Lincoln's Birthday - Moved	No
Dec. 26, 2022	Christmas Day - Observed	No
Dec. 27, 2022	President's Day - Moved	No
Dec. 28, 2022	Admission Day - Moved	No
Dec. 29, 2022	Columbus Day - Moved	No
Dec. 30, 2022	Campus Closed*	No
Jan. 02, 2023	New Year's Day - Observed	No
Jan. 16, 2023	Martin Luther King, Jr.'s Birthday	No
Mar. 31, 2023	Cesar Chavez Day	No
May 29, 2023	Memorial Day	No
June 19, 2023	Juneteenth	No

Each employee is entitled to one Personal Holiday, which must be taken on one day during the 2022 calendar year. If the employee fails to take the Personal Holiday before the end of the year, the holiday is forfeited.

- ◆ Lincoln's Birthday is observed Friday, February 11, 2022; the holiday credit will be observed Friday, November 25, 2022.
- ◆ President's Day is observed Monday, February 21, 2022; however, classes are in session on this date, and therefore, the holiday credit will be observed on Tuesday, December 27, 2022.
- ◆ Admission Day is observed Friday, September 9, 2022; the holiday credit will be observed on Wednesday, December 28, 2022.
- ◆ Columbus Day is observed Monday, October 10, 2022; however, classes are in session on this date, and therefore, the holiday credit will be observed on Thursday, December 29, 2022.

***Please note that Friday, December 30th is not a covered holiday. You may use vacation, Compensatory Time Off (CTO) or your personal holiday to cover this day.**

THE HOLIDAY BREAK WILL BE FROM DECEMBER 26, 2022 THROUGH JANUARY 2, 2023