

# 2009

## DAY PLANNER

www.calstate.edu

HOLIDAY OBSERVANCES

**January**

New Year's Day ..... January 1  
 Martin Luther King Jr. Day ..... January 19

**March**

Cesar Chavez Day ..... March 31

**May**

Memorial Day ..... May 25

**July**

Independence Day ..... July 3

**September**








Labor Day ..... September 7

**November**

Veterans Day ..... November 11  
 Thanksgiving ..... November 26  
 Columbus Day ..... November 27

**December**

Christmas ..... December 25  
 Lincoln's Birthday ..... December 28  
 Presidents' Day ..... December 29  
 Admission Day ..... December 30  
 \*\*Office Closed ..... December 31

-  Payday
-  Holiday
-  Payroll Cutoff
-  Staff Attendance Due in Payroll
-  Positive Pay\* Attendance Due in Payroll
-  Direct Deposit Posted
-  Office Closed\*\*

\*Positive pay includes pay for special consultants, students and hourly intermittent employees, as well as shift differential, stipend and overtime pay. Positive pay requests received in payroll by the due date will be paid by the 15th of the month.

**JANUARY**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 1–29 • 21 days

**FEBRUARY**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

January 30–February 28 • 21 days

**MARCH**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 1–31 • 22 days

**APRIL**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 1–30 • 22 days

**MAY**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 1–31 • 21 days

**JUNE**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 1–30 • 22 days

**JULY**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 1–30 • 22 days

**AUGUST**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 31–August 31 • 22 days

**SEPTEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 1–30 • 22 days

**OCTOBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 1–31 • 22 days

**NOVEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 1–December 1 • 22 days

**DECEMBER**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2–31 • 22 days

\*\* Employees may charge Thursday, December 31, 2009, as a Personal Holiday or Vacation day, use CTO, or elect to be "docked" on that date if they wish to use their time on the books at a later date. Should an employee not have Vacation accrued, sufficient CTO Balance or Personal Holiday to cover the scheduled closure he/she shall be provided sufficient work prior to the scheduled closure, to prevent any loss of pay or benefits.