**Holiday Observances**

**January**
- New Year's Day: January 1
- Martin Luther King Jr. Day: January 16

**March**
- Cesar Chavez Day: March 30

**May**
- Memorial Day: May 28

**July**
- Independence Day: July 4

**September**
- Labor Day: September 3

**November**
- Veterans Day: November 11
- Thanksgiving: November 22
- Columbus Day: November 23

**December**
- Christmas: December 25
- Lincoln's Birthday: December 26
- Presidents' Day: December 27
- Admission Day: December 28

**Legend**
- 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. Warrant will be released as soon as it is received, but is guaranteed by the 15th of each month.

**Office Closed**
- December 25
- Christmas
- December 26
- Lincoln's Birthday
- December 27
- Presidents' Day
- December 28
- Admission Day

**Notes**
- Employees may charge Monday, December 31, 2012, 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.

On the 2012 Calendar, the "Staff Attendance Due in Payroll" date is now at the beginning of each month but is for the prior month's attendance.

**Whitewater Graduation**
- December 15, 2012, 5:00 p.m., Alumni Center