2014
Chancellor’s Office Calendar

HOLIDAY OBSERVANCES
January
New Year’s Day ......................................... January 1
Martin Luther King, Jr. Day ................... January 20
March
Cesar Chavez Day ................................... March 31
May
Memorial Day................................................. May 26
July
Independence Day ........................................... July 4
September
Labor Day .............................................. September 1
November
Veterans Day ........................................ November 11
Thanksgiving ................................... November 27
Columbus Day ........................................ November 28
December
Christmas .................................................... December 25
Lincoln’s Birthday ........................................ December 26
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**

Legend
*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.

**Employees may charge Wednesday, December 31, 2014, as a Personal Holiday or Vacation day, use ADO or 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 ADO or 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.