

San Jose State University Research Foundation

DATE: November 17, 2020
TO: SJSU Research Foundation Employees
FROM: Ranjit Kaur, Interim Director, Human Resources
SUBJECT: **2021 HOLIDAY SCHEDULE**

This is the official holiday calendar for the San José State University Research Foundation for 2021. Please refer to the Employee Handbook for holiday pay eligibility requirements.

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 1	Friday	2021 New Year's Day
January 18	Monday	Martin Luther King, Jr. Day
March 31	Wednesday	Cesar Chavez Day Observed
May 31	Monday	Memorial Day
July 5	Monday	Independence Day Observed
September 6	Monday	Labor Day
November 11	Thursday	Veterans Day
November 25	Thursday	Thanksgiving Day
November 26	Friday	Foundation Holiday
December 24	Friday	Christmas Day Eve
December 27	Monday	Foundation Holiday
December 28	Tuesday	Foundation Holiday
December 29	Wednesday	Foundation Holiday
December 30	Thursday	Central Office Closure Day*
December 31	Friday	2022 New Year's Day Observed

*The Central Office is located at 210 North 4th Street. Central Office services will be closed for business during designated closure days. Designated 'Central Office Closure' days are **not** paid holidays. A benefited employee who does not work and wishes to receive pay for a 'Central Office Closure' day must use vacation hours.