MEMORANDUM

TO: All Employees

FROM: Monica Ponce *MPonce*
             Associate Vice President, Human Resources

DATE: November 17, 2023

SUBJECT: **Holiday Calendar, January 2024 – December 2024**

Below is the university's holiday schedule for the 2024 Calendar Year:

2024 Holidays:

Monday, January 1, 2024	New Year's Day
Monday, January 15, 2024	Martin Luther King, Jr. Day
Monday, April 1, 2024	(In lieu of Cesar Chavez Day)
Monday, May 27, 2024	Memorial Day
Wednesday, June 19, 2024	Juneteenth Day
Thursday, July 4, 2024	Independence Day
Monday, September 2, 2024	Labor Day
Monday, November 11, 2024	Veterans Day
Thursday, November 28, 2024	Thanksgiving Day
Friday, November 29, 2024	*campus closed, not a holiday**
Wednesday, December 25, 2024	Christmas Day
Thursday, December 26, 2024	(In lieu of President's Day)
Friday, December 27, 2024	(In lieu of Lincoln's Birthday)
Monday, December 30, 2024	(In lieu of Admission Day)
Tuesday, December 31, 2024	(In lieu of Indigenous People's Day)

* The campus will close on Thanksgiving Day and the day after Thanksgiving so employees can enjoy the holidays. **The day after Thanksgiving is a non-paid campus closure day. However, employees may exercise options that will allow them to be paid.** Each employee covered by a collective bargaining agreement should review the holiday article in their contract. After reviewing your contract, if you still have questions, please contact the office of Human Resources at hrm@csudh.edu or (310) 243-3771.

Religious Holidays:
To observe religious holidays not designated by the State of California as official holidays, employees may use accumulated leave time, i.e. vacation, personal holiday or compensatory time off. Within operational needs for the staffing of the department, supervisors are encouraged to permit employees to use such leave time for religious purposes.