



CSU FULLERTON

Auxiliary Services Corporation

*Serving the University in the Spirit of Excellence*

**MEMORANDUM**

**DATE:** December 4, 2009

**TO:** ASC Employees

**FROM:** Pat Simms  
Human Resources Manager

**RE: 2010 Paid Holiday Schedule for Salaried and Part-Time Benefited Employees**

The 2010 Paid Holiday Schedule for Salaried/Hourly Benefited CSU Fullerton Auxiliary Services Corporation (ASC) employees is printed on the reversed side of this memorandum and is consistent with the one used for the calendar year 2009.

Once again, ASC is not scheduled to shut down completely during the period from Christmas Day to New Year's Day. Department Managers should staff their departments, as they deem appropriate during the holiday period.

The holiday schedule is divided into two sections. The first section represents the ten holidays ASC is officially closed. The second section represents the three holidays ASC offices remain open. Employees earn eight hours of holiday credit for each of these days (regular 30 hour benefited employees earn six (6) hours). Traditionally, employees save the holiday credits to use during the winter holiday season. However, an employee may use holiday credits at his/her own discretion subject to the department manager's approval.

If you have any questions regarding the holiday schedule for year 2010, please feel free to contact me at extension 4116.

**CSU FULLERTON AUXILIARY SERVICES CORPORATION  
HOLIDAY SCHEDULE FOR YEAR 2010**

**ASC HOLIDAYS -- OFFICES CLOSED**

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>HOLIDAY</u></b>
January 1	Friday	New Year's Day*
January 18	Monday	Martin Luther King's Day
February 15	Monday	Presidents' Day
March 31	Wednesday	Cesar Chavez Day
May 31	Monday	Memorial Day
July 5	Monday	Independence Day
September 6	Monday	Labor Day
November 11	Thursday	Veterans Day
November 25	Thursday	Thanksgiving**
December 24	Friday	Christmas Day Observed
December 31	Friday	New Year's Day Observed

***Please note***

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\* The Campus will be closed from 12/25/09 to 1/1/2010. ASC will reopen Monday, 1/4/2010. Employees must use appropriate accrued leave to receive pay.

\*\* ASC will be closed Friday, November 26, 2010.

**ASC HOLIDAYS -- OFFICES REMAIN OPEN**

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>HOLIDAY</u></b>
February 12	Friday	Lincoln's Birthday
September 9	Thursday	Admission Day

October 12

Tuesday

Columbus Day