



CSU FULLERTON

Auxiliary Services Corporation

Serving the University in the Spirit of Excellence

MEMORANDUM

DATE: November 2, 2011
TO: ASC Employees
FROM: Frank A. Mumford 
Executive Director
RE: 2012 Calendar Year Holiday Schedule

The 2012 Paid Holiday Schedule for full-time and part-time benefited CSU Fullerton Auxiliary Services Corporation (ASC) employees is listed below and is consistent with the one used for the calendar year 2011.

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. Full-time employees earn eight hours of compensation time off (CTO) for each of these days (regular 30-hour benefited employees earn six (6) hours). Traditionally, employees save the CTO to use during the winter holiday season. However, an employee may use CTO at his/her own discretion subject to their department manager's approval.

If you have any questions regarding the holiday schedule for year 2012, please feel free to contact the Human Resources Department at extension 4117.

**CSU FULLERTON AUXILIARY SERVICES CORPORATION
HOLIDAY SCHEDULE FOR YEAR 2012**

ASC HOLIDAYS -- OFFICES CLOSED

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
January 2	Monday	New Year's Day Observed
January 16	Monday	Martin Luther King's Day
February 20	Monday	Presidents' Day
March 30	Friday	Cesar Chavez Day Observed
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
September 3	Monday	Labor Day
November 12	Monday	Veterans Day Observed
November 22	Thursday	Thanksgiving Day
November 23	Friday	Day after Thanksgiving**
December 25	Tuesday	Christmas Day
January 1, 2013	Tuesday	New Year's Day

Please note

* The Campus will be closed from 12/26/12 to 1/1/2013. ASC will reopen Wednesday, 1/2/2013. Employees must use accrued CTO or vacation hours to receive pay.

** ASC will be closed Friday, November 23, 2012 – must use accrued CTO or vacation hours to receive pay.

ASC HOLIDAYS -- OFFICES REMAIN OPEN

<u>DATE</u>	<u>DAY</u>	<u>HOLIDAY</u>
February 12	Sunday	Lincoln's Birthday
September 9	Sunday	Admission Day
October 8	Monday	Columbus Day