

MEMORANDUM

TO: ASC Employees

FROM: Frank A. Mumford
Executive Director



DATE: November 9, 2017

RE: 2018 Holiday Schedule

The 2018 paid holiday schedule for full-time and part-time benefited CSU Fullerton Auxiliary Services Corporation (ASC) employees is attached. With few exceptions, ASC will be closed on days that the campus is closed.

ASC will observe the eleven (11) holidays that the campus is officially closed (including the day after Thanksgiving). Three (3) additional holidays will be observed during the winter break.

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 based on business need, as approved by your department head during this period.

If you have any questions regarding the holiday schedule, please feel free to contact the Human Resources department at extension 4120.

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2018 CALENDAR YEAR HOLIDAY SCHEDULE**

DATE	DAY	HOLIDAY	CAMPUS STATUS
1/1/18	MONDAY	NEW YEAR'S DAY	CLOSED
1/15/18	MONDAY	MARTIN LUTHER KING, JR. DAY	CLOSED
2/19/18	MONDAY	PRESIDENT'S DAY	CLOSED
3/30/18	FRIDAY	CÉSAR CHÁVEZ DAY	CLOSED
5/28/18	MONDAY	MEMORIAL DAY	CLOSED
7/4/18	WEDNESDAY	INDEPENDENCE DAY	CLOSED
9/3/18	MONDAY	LABOR DAY	CLOSED
11/12/18	MONDAY	VETERANS DAY	CLOSED
11/22/18	THURSDAY	THANKSGIVING DAY	CLOSED
11/23/18	FRIDAY	DAY AFTER THANKSGIVING	CLOSED
12/25/18	TUESDAY	CHRISTMAS DAY	CLOSED
12/26/18	WEDNESDAY	WINTER BREAK HOLIDAY	CLOSED
12/27/18	THURSDAY	WINTER BREAK HOLIDAY	CLOSED
12/28/18	FRIDAY	WINTER BREAK HOLIDAY	CLOSED
12/31/18	MONDAY	CAMPUS CLOSURE EMPLOYEES MUST USE PERSONAL LEAVE	CLOSED

HOLIDAY PAY PRACTICES ARE CONSISTENT WITH CALIFORNIA STATE
UNIVERSITY POLICIES AND PROCEDURES.