

# HUMAN RESOURCES EMPLOYEE CALENDAR

# 2020

WE DEFINE THE  
*Future*

## JANUARY

S	M	T	W	T	F	S
			1 <small>New Year's Day</small>	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18 <small>Campus Closed</small>
19 <small>Campus Closed</small>	20 <small>Martin Luther King Jr. Day</small>	21	22	23	24	25
26	27	28	29	30 <small>Pay Day</small>	31	

## FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 <small>Pay Day</small>	29

## MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 <small>Pay Day</small>	31 <small>Cesar Chavez Day</small>					

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 <small>Coyote Cares Day</small>
26	27	28	29	30 <small>Pay Day</small>		

## MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23 <small>Campus Closed</small>
24 <small>Campus Closed</small>	25 <small>Memorial Day</small>	26	27	28	29 <small>Pay Day</small>	30
						31

## JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30 <small>Pay Day</small>						

## JULY

S	M	T	W	T	F	S
			1	2	3 <small>Independence Day Observed</small>	4 <small>Campus Closed</small>
5 <small>Campus Closed</small>	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 <small>Pay Day</small>	31	

## AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 <small>Convocation</small>	21	22
23	24	25	26	27 <small>PDC Convocation</small>	28	29
30	31 <small>Pay Day</small>					

## SEPTEMBER

S	M	T	W	T	F	S
						1
						2
						3
						4
						5
6 <small>Campus Closed</small>	7 <small>Labor Day</small>	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 <small>Pay Day</small>			

## OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 <small>Pay Day</small>	31

## NOVEMBER

S	M	T	W	T	F	S
						1
						2
						3
						4
						5
						6
						7
8	9	10	11 <small>Veteran's Day</small>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 <small>Thanksgiving Day</small>	27 <small>VAC/CTO/PH</small>	28 <small>Campus Closed</small>
29 <small>Campus Closed</small>	30					

## DECEMBER

S	M	T	W	T	F	S
						1 <small>Pay Day</small>
						2
						3
						4
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 <small>1/2 Day*</small>	26 <small>Campus Closed</small>
27	28	29	30	31 <small>Pay Day</small>	1 <small>New Year's Day</small>	2

\* 1/2 day off pending Governor authorization.



# HUMAN RESOURCES 2020

## EMPLOYEE HOLIDAY SCHEDULE

WE DEFINE THE  
*Future*

Date	Holiday	Date Observed
January 1	New Year's Day 2020	January 1
January 20	Martin Luther King, Jr.	January 20
March 31	César E. Chavez	March 31
May 25	Memorial Day	May 25
July 4	Independence Day	July 3
September 7	Labor Day	September 7
November 11	Veteran's Day	November 11
November 26	Thanksgiving Day	November 26
November 27	Campus Closed	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
December 25	Christmas Day	December 25
December 28	Lincoln's Birthday	Rescheduled Holiday (February 12)
December 29	Washington's Birthday	Rescheduled Holiday (February 17)
December 30	Admission's Day	Rescheduled Holiday (September 9)
December 31	Columbus Day	Rescheduled Holiday (October 12)
January 1	New Year's Day 2021	January 1, 2021

### PERSONAL HOLIDAY

The holidays listed above are in addition to the **Personal Holiday** which every employee receives each January 1, and which does not carry forward if not used by December 31 of each year.

Please enter your **Personal Holiday** into the myCoyote absence management system on or before **December 31, 2020**.

### PAY DAY SCHEDULE

Month	Pay Period	Issue Date
January	1/1 - 1/30	1/30/20
February	1/31 - 2/29	2/28/20
March	3/1 - 3/31	3/30/20
April	4/1 - 4/30	4/30/20
May	5/1 - 5/31	5/29/20
June	6/1 - 6/30	6/30/20
July	7/1 - 7/30	7/30/20
August	7/31 - 8/31	8/31/20
September	9/1 - 9/30	9/30/20
October	10/1 - 10/31	10/30/20
November	11/1 - 12/1	12/1/20
December	12/2 - 12/31	12/31/20