

HUMAN RESOURCES EMPLOYEE CALENDAR

2021

WE DEFINE THE
Future

JANUARY

S	M	T	W	T	F	S
					1	2
					New Year's Day	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
					No Classes (campus open)	
17	18	19	20	21	22	23
	Martin Luther King Jr. Day					
24	25	26	27	28	29	30
					Pay Day	
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
	No Classes (campus open)					
21	22	23	24	25	26	27
28						

MARCH

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

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	26	27	28	29	30	
					Pay Day	

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	
				PDC Commencement			
23	24	25	26	27	28	29	
				Pay Day		No Classes (campus open)	
30	31						
	Memorial Day						

JUNE

S	M	T	W	T	F	S
					4	5
					No Classes (campus open)	
6	7	8	9	10	11	12
					4/40 Work Week	
13	14	15	16	17	18	19
					4/40 Work Week	
20	21	22	23	24	25	26
					4/40 Work Week	
27	28	29	30			
			Pay Day			

JULY

S	M	T	W	T	F	S
				1	2	3
					4/40 Work Week	
4	5	6	7	8	9	10
	Independence Day Observed				4/40 Work Week	
11	12	13	14	15	16	17
					4/40 Work Week	
18	19	20	21	22	23	24
					4/40 Work Week	
25	26	27	28	29	30	31
					4/40 Work Week	
					Pay Day	

AUGUST

S	M	T	W	T	F	S
					6	7
					4/40 Work Week	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
				Convocation University Picnic		
22	23	24	25	26	27	28
				PDC Convocation		
29	30	31				
		Pay Day				

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
					No Classes	
5	6	7	8	9	10	11
	Labor Day					
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				Pay Day		

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
31						

NOVEMBER

S	M	T	W	T	F	S	
	1	2	3	4	5	6	
	Pay Day						
7	8	9	10	11	12	13	
				Veterans Day			
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
				Thanksgiving Day		VAC/CTO/PH No Classes	
28	29	30					

DECEMBER

S	M	T	W	T	F	S		
			1	2	3	4		
			Pay Day					
5	6	7	8	9	10	11		
					Fall Commencement			
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
				1/2 Day*		Christmas Day Observed		
26	27	28	29	30	31	1		
	Campus Closed				New Year's Day Observed		New Year's Day 2022	

* 1/2 day off pending Governor authorization.



2021 EMPLOYEE HOLIDAY SCHEDULE

DATE	HOLIDAY	DATE OBSERVED
January 1	New Year's Day 2021	January 1
January 18	Martin Luther King, Jr.	January 18
March 31	César E. Chavez	March 31
May 31	Memorial Day	May 31
July 4	Independence Day	July 5
September 6	Labor Day	September 6
November 11	Veterans Day	November 11
November 25	Thanksgiving Day	November 25
November 26	Campus Closed	Campus Closed (Use Personal Holiday, Vacation, or CTO Hours)
December 25	Christmas Day	December 24, 2021
December 27	Lincoln's Birthday	Rescheduled Holiday (February 12)
December 28	Washington's Birthday	Rescheduled Holiday (February 15)
December 29	Admission's Day	Rescheduled Holiday (September 9)
December 30	Columbus Day	Rescheduled Holiday (October 11)
January 1	New Year's Day 2022	December 31, 2021

PAY DAY SCHEDULE

MONTH	PAY PERIOD	LIVE WARRANT PAY DATE
January	1/1 - 1/31	1/29/21
February	2/1 - 3/1	3/1/21
March	3/2 - 3/31	3/30/21
April	4/1 - 4/30	4/30/21
May	5/1 - 5/31	5/28/21
June	6/1 - 6/30	6/30/21
July	7/1 - 7/31	7/30/21
August	8/1 - 8/31	8/31/21
September	9/1 - 9/30	9/30/21
October	10/1 - 11/1	11/1/21
November	11/2 - 12/1	12/1/21
December	12/2 - 12/31	12/31/21

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, 2021**.