

# Business Operations Center (BOC) Calendar

 Due Dates and Deadlines

 BOC Events  
BP: Business Partner

 Holidays

 UNIVERSITY OF CALIFORNIA  
Agriculture and Natural Resources

## January 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day	2	3
6	7 BOC New Employee Orientation: 9:30-11:30am	8	9 BOC Q&A Office Hours: 10-11am	10
13	14	15	16 Admin Monthly BP Meeting: 10-11am	17
20 Martin Luther King, Jr. Day	21 UCCE Office Managers & BP Teams: 11am-12pm	22 UCCE Office Managers & BP Teams: 9:30-10:30am	23 BOC Q&A Office Hours: 10-11am	24
27	28 Effort Reporting Certifications due by EOD	29	30	31

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## February 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6	7
10 General Purchasing Review: 11am – 12:30pm	11	12	13 BOC Q&A Office Hours: 10-11am	14
17 President's Day	18 UCCE Office Managers & BP Teams: 11am – 12pm	19 UCCE Office Managers & BP Teams: 9:30-10:30am	20 Admin Monthly BP Meeting: 10-11am  Admin Quarterly BP Meeting: 11am – 12pm	21 Review of Purchasing Types: 11:30am – 1pm
24	25	26	27 BOC Q&A Office Hours: 10-11am	28
28				

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## March 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6	7
10	11	12	13 BOC Q&A Office Hours: 10-11am	14
17	18 UCCE Office Managers & BP Teams: 11am – 12pm	19 UCCE Office Managers & BP Teams: 9:30-10:30am  Admin Monthly BP Meeting: 10-11am	20	21
24	25	26	27 BOC Q&A Office Hours: 10-11am	28 Cesar Chavez Day
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## April 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 BOC New Employee Orientation: 9:30-11:30am	2	3	4
7	8	9	10 BOC Q&A Office Hours: 10-11am	11
14	15 UCCE Office Managers & BP Teams: 11am – 12pm	16 UCCE Office Managers & BP Teams: 9:30-10:30am	17 Admin Monthly BP Meeting: 10-11am	18
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
28	29	30		

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**May 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 <b>BOC New Employee Orientation:</b> 9:30-11:30am	7	8 <b>BOC Q&amp;A Office Hours:</b> 10-11am  <b>Webinar: Software Purchasing</b> 12-12:30pm	9
12	13	14	15 <b>Admin Monthly BP Meeting:</b> 10-11am  <b>Admin Quarterly BP Meeting:</b> 11am – 12pm	16
19	20 <b>UCCE Office Managers &amp; BP Teams:</b> 11am – 12pm	21 <b>UCCE Office Managers &amp; BP Teams:</b> 9:30-10:30am	22 <b>BOC Q&amp;A Office Hours:</b> 10-11am	23
26 <b>Memorial Day</b>	27	28	29	30

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## June 2025

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 BOC New Employee Orientation: 9:30-11:30am	4	5	6
9	10	11	12 BOC Q&A Office Hours: 10-11am	13
16	17 UCCE Office Managers & BP Teams: 9:30-10:30am  UCCE Office Managers & BP Teams: 11am – 12pm	18	19 Juneteenth  Admin Monthly BP Meeting: 10-11am	20
23	24	25	26 BOC Q&A Office Hours: 10-11am	27
30				

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## July 2025

Monday	Tuesday	Wednesday	Thursday	Friday
	1 BOC New Employee Orientation: 9:30-11:30am	2	3	4 Independence Day
7	8	9	10 BOC Q&A Office Hours: 10-11am	11
14	15 UCCE Office Managers & BP Teams: 10-11am	16 UCCE Office Managers & BP Teams: 10-11am	17 Admin Monthly BP Meeting: 10-11am	18
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
28	29	30	31	

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## August 2025

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 BOC New Employee Orientation: 9:30-11:30am	6	7	8
11	12	13	14 BOC Q&A Office Hours: 10-11am	15
18	19 UCCE Office Managers & BP Teams: 10-11am	20 UCCE Office Managers & BP Teams: 10-11am	21 Admin Monthly BP Meeting: 10-11am  Admin Quarterly BP Meeting: 11am – 12pm	22
25	26	27	28 BOC Q&A Office Hours: 10-11am  Webinar: Topic TBA 12-12:30pm	29



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## September 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1 Labor Day	2 BOC New Employee Orientation: 9:30-11:30am	3	4	5
8	9	10	11 BOC Q&A Office Hours: 10-11am	12
15	16 UCCE Office Managers & BP Teams: 10-11am	17 UCCE Office Managers & BP Teams: 10-11am	18 Admin Monthly BP Meeting: 10-11am	19
21	22	23	24 BOC Q&A Office Hours: 10-11am	25
29	30		31	

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## October 2025

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 <b>BOC New Employee Orientation:</b> 9:30-11:30am	8	9 <b>BOC Q&amp;A Office Hours:</b> 10-11am	10
13	14 <b>Admin Monthly BP Meeting:</b> 10-11am	15 <b>UCCE Office Managers &amp; BP Teams:</b> 10-11am	16	17
20	21 <b>UCCE Office Managers &amp; BP Teams:</b> 10-11am	22	23 <b>BOC Q&amp;A Office Hours:</b> 10-11am	24
27	28	29	30	31

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## November 2025

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 BOC New Employee Orientation: 9:30-11:30am	5	6 Webinar: Topic TBA 12-12:30pm	7
10	11 Veteran's Day	12	13 BOC Q&A Office Hours: 10-11am	14
17	18 UCCE Office Managers & BP Teams: 10-11am	19 UCCE Office Managers & BP Teams: 10-11am	20 Admin Monthly BP Meeting: 10-11am  Admin Quarterly BP Meeting: 11am – 12pm	21
24	25	26	27 Thanksgiving	28 Thanksgiving

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## December 2025

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 BOC New Employee Orientation: 9:30-11:30am	3	4	5
8	9	10	11 BOC Q&A Office Hours: 10-11am	12
15	16 UCCE Office Managers & BP Teams: 10-11am	17 UCCE Office Managers & BP Teams: 10-11am	18 Admin Monthly BP Meeting: 10-11am	19
22	23	24 Christmas Eve	25 Christmas Day	26 Holiday Curtailment
29 Holiday Curtailment	30 Holiday Curtailment	31 New Year's Eve		