CITY COLLEGE OF SAN FRANCISCO

CLASSIFIED CALENDAR

USE FOR SCHOOL TERM (STO) AND OTHER PART-TIME ASSIGNMENTS

	S	M	T	W	T	F	S	PAID DAYS	SIGNIFICANT DATES AND HOLIDAYS
July 2005						01	02	**Max. 21 Paid**	Grey = Instructional Day Blue = Flex-Day Green = Paid Holiday Jul. 4: Independence Day
	03	04	05	06	07	08	09		
	10	11	12	13	14	15	16		
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
	31								
August 2005		01	02	03	04	05	06	**Max. 23 Paid**	Aug. 15: Flex Day (Independent Study) Aug. 16: Flex Day (Professional Development) Aug. 17: Fall Semester Instruction Begins.
	07	08	09	10	11	12	13		
	14	(15	16)	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
September 2005					01	02	03	**Max. 22 Paid**	Sep. 5: Labor Day
	04	05	06	07	08	09	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30			
October 2005							01	**Max. 21 Paid**	Oct. 10: Faculty Day (A Holiday for faculty only.)
	02	03	04	05	06	07	08		
	09	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30	31							
November 2005			01	02	03	04	05	**Max. 22 Paid**	Nov. 11: Veterans Day Nov. 23: Day classes only beginning before 3:59 p.m. and ending by 5:15 p.m. Nov. 24-27: Thanksgiving Vacation
	06	07	08	09	10	11	12		
	13	14	15	16	17	18	19		
	20	21	22	23	24	25	26		
	27	28	29	30					
December 2005						01	02	03	**Max. 22 Paid**	Dec. 20: Fall Semester Instruction Ends. Dec. 21 – Jan. 11: Mid-Year Recess Dec. 26 Christmas Day (Observed) Dec. 27 – 30. Paid Days Off. Three Floating Holidays for Eligible Non-Scheduled STO's
	04	05	06	07	08	09	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
January 2006	01	02	03	04	05	06	07	**Max. 22 Paid**	Jan. 2 New Year's Day (Observed) Jan. 12: Flex Day (Independent Study) Jan. 13: Flex Day (Professional Development) Jan. 16: Dr. Martin Luther King, Jr. Day. Jan. 17: Spring Semester Instruction Begins.
	08	09	10	11	(12	13)	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31						
February 2006				01	02	03	04	**Max. 20 Paid**	Feb. 17: Lincoln Day (A Holiday for faculty only.) Feb. 20: Washington Day
	05	06	07	08	09	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28						
March 2006				01	02	03	04	**Max. 23 Paid**	Mar. 31: Cesar Chavez Day
	05	06	07	08	09	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31			
April 2006							01	**Max. 20 Paid**	Apr. 10-14: Spring Vacation. STO's paid only for scheduled work days.
	02	03	04	05	06	07	08		
	09	10	11	12	13	14	15		
	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		
	30								
May 2006		01	02	03	04	05	06	**Max. 23 Paid**	May 26: Spring Semester Instruction Ends. May 29: Memorial Day
	07	08	09	10	11	12	13		
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30	31					
June 2006					01	02	03	**Max. 22 Paid**	Maximum Paid Days: 261 Scheduled Paid Days 0.00 Reset Paid Days
	04	05	06	07	08	09	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30			

This Calendar will be used for Budget and Payroll purposes for 2005-2006. Please contact the Budget Office if you have any questions. Use the Adobe Zoom-In/Out buttons to adjust the type size.

Part 1: Employee and Position Reset Part 1 ☐

Name: Last _____ First _____ Mi ☐

ID# _____ Position # _____

Position: Class _____ Title _____

Fund	Org	Acct	Prog	Act	%

Part 2: Work Pattern Reset Part 2 ☐ Uncheck Calendar ☐

○ The calendar at the left has the scheduled work days checked.
◉ The calendar at the left has only those days that are not scheduled work days checked.

Part 3: Estimated Salary: Reset Estimate: ☐

Hours/Week _____ # of Weeks _____ Position Budget _____

Total Hours _____ *Hourly Rate _____ =Estimated Cost **0.00**

Part 4: Budget Dept. Approval:

Part 5: E-Mail to Budget Manager:

Name: _____

E-Mail Address: _____ Date Sent: _____

Part 6: Budget Manager Signature: Please print this calendar, sign where indicated below and mail the signed form to the Budget Dept. at 33 Gough St. or fax to 241-2267.

Print Name: _____

Signature: _____ Date: _____