



# HUMAN RESOURCES DEPARTMENT

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## DISTRICT HUMAN RESOURCES - CLASSIFIED BULLETIN KEEP FOR REFERENCE

DATE: August 18, 2009

TO: Administrators/Department Chairs/Supervisors  
Classified Employees

FROM: Clara Starr  
Director of Human Resources

SUBJECT: **CLASSIFIED HOLIDAY SCHEDULE  
AND ADDITIONAL DAYS OFF WITH PAY  
FISCAL YEAR 2009-2010**

The following is a list of designated holidays for eligible classified employees of the San Francisco Community College District for the fiscal year ending June 30, 2010: (1)

Friday	July 3, 2009	Independence Day (Observed)
Monday	September 7, 2009	Labor Day
Friday	November 13, 2009	Veterans' Day (Observed)
Thursday	November 26, 2009	Thanksgiving Day
Friday	November 27, 2009	Day after Thanksgiving
Friday	December 25, 2009	Christmas Day
Friday	January 1, 2010	New Year's Day
Monday	January 18, 2010	Dr. Martin Luther King Jr. Day
Friday	February 12, 2010	Lincoln's Birthday
Monday	February 15, 2010	Washington's Birthday
Wednesday	March 31, 2010	Cesar Chavez Day
Monday	May 31, 2010	Memorial Day
	<b>Unspecified</b>	<b>Three Floating Holidays</b>

### **ADDITIONAL DAYS OFF WITH PAY:**

*Eligible employees shall be granted the following:*

Monday – Thursday      December 28, 29, 30, & 31, 2009      Days bet. Christmas and New Year's Day (2)

Friday – Friday          March 26 - April 2, 2010                              Spring Break(3)

### OVER

(1) - As of August 18, 2009, the Additional Days Off With Pay are applicable only to employees represented by SEIU Local 1021, San Francisco Building & Construction Trade Council Unions, and Stationary Engineers Local 39.

(2) - Eligible School Term Only (STO) employees who are not scheduled to work the designated days between Christmas and New Year's Day above, shall be granted three (3) additional floating holidays.

(3) - Eligible STO employees who are not scheduled to work the days designated as Spring Break will not be paid for these days off.

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**NOTES:**

Floating Holidays must be taken in the fiscal year earned and on a day selected by the employee subject to the approval of his/her supervisor. Employees must complete six months of continuous service before becoming eligible for the Floating Holidays.

Part-time temporary employees who are employed on an intermittent basis, or on "As- Needed", seasonal or project basis for less than six (6) months continuous service, or persons on leave without pay status both immediately preceding and immediately following the legal holiday, or who are employed on a part-time work schedule which is less than twenty (20) hours in a bi-weekly pay period are not eligible for paid holidays.

Part-time employees who regularly work a minimum of twenty (20) hours in a biweekly pay period shall be entitled to holidays on a proportionate basis. Part-time employees who are eligible for holiday pay will receive holiday pay based upon a ratio of 1/10 of the total hours regularly worked in the preceding bi-weekly pay period.

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