	S	M	T	W	T	F	S	PAID DAYS	SIGNIFICANT DATES AND HOLIDAYS
July 2003			01	02	03	04	05	Max. 23 Paid	Grey = Instructional Day Blue = Flex-Day Green = Paid Holiday STO Jul. 4: Independence Day (holiday)
	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 2003						01	02	Max. 21 Paid	*Aug. 14, 15: Flex Days* Aug. 18: Fall Semester Day Instruction Begins.
	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								
September 2003		01	02	03	04	05	06	Max. 22 Paid	Sep. 1: Labor Day (holiday)
	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 2003				01	02	03	04	Max. 23 Paid	Oct. 13: Faculty Day (A holiday for faculty only)
	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 2003							01	Max. 20 Paid	Nov. 10: Veterans Day Observance (holiday) Nov. 26: Day classes only; no classes beginning after 3:59 p.m.; all classes must end by 5:15 p.m. Nov. 27-28: Thanksgiving Vacation (holidays)
	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								
December 2003			02	03	04	05	06	Max. 23 Paid	Dec. 19: Fall Semester Day Instruction Ends. Dec. 25: Christmas Day (holiday) Dec. 26 - Dec. 31: Days between Christmas and New year (holidays)
	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 2004					01	02	03	Max. 22 Paid	Jan. 1: New Year's Day (holiday) *Jan. 13, 14: Flex Days* Jan. 15: Spring Semester Day Instruction Begins Jan. 19: Martin Luther King, Jr.'s Birthday Observance (holiday)
	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		
February 2004	01	02	03	04	05	06	07	Max. 20 Paid	Feb. 13: Lincoln's Birthday Observance (holiday) Feb. 16: Washington's Birthday Observance (holiday)
	08	09	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29								
March 2004		01	02	03	04	05	06	Max. 23 Paid	Mar. 31: Cesar Chavez Day (A holiday for faculty only)
	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 2004					01	02	03	Max. 22 Paid	Apr. 5 – 9: Spring Vacation
	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 2004							01	Max. 21 Paid	May 31: Memorial Day Observance (holiday) May 26: Spring Semester Day Instruction Ends.
	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							
June 2004			01	02	03	04	05	Max. 22 Paid	Maximum Paid Days: 262 Scheduled Paid Days 0.00 Reset Paid Days
	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					

CITY COLLEGE OF SAN FRANCISCO

2003 – 2004 FISCAL YEAR CALENDAR

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

Follow the steps below to renew appointments for your classified school-term and other part-time employees for the 2003-2004 fiscal year. Please read the accompanying instructions before completing the form. Use the Adobe Zoom-In/Out buttons to adjust the type size.

Step 1: Identify the Employee and Position Reset Employee\Position

Name: Last First Mi

ID# Position #

Position: Class Title

Fund Org Acct Prog Act Loc

Step 2: Describe the Work Pattern Reset Work Pattern

Step 3: Record the Employee's Scheduled Work Days: Uncheck Entire Calendar

The calendar at the left has the instructional days checked, so you need only check any additional days you want the employee to work or uncheck any days that you do not want the employee to work. If you wish, you may uncheck all of the calendar and check only those days you do not want the employee to work. Please see item #4 in the instructions for guidance regarding which days may be scheduled for School-Term Classified employees.

Step 4: Compare Your Calendar to the Budget Reset Estimate:

The Budget Department will review the cost of your calendar and make sure it is within the budget; however we ask that you estimate the salary for the calendar and record your estimate below. The accompanying instructions explain where you can view the budget and the employee's hourly salary. Contact the Budget Office if your estimated cost exceeds the budget.

Hours/Week # of Weeks Position Budget

Total Hours *Hourly Rate =Estimated Cost 0.00

Step 5: Sign and Submit the Calendar:

If you have Adobe Acrobat 5.0, you can save the calendar in its own file and submit it by return e-mail (wirwin@ccsf.edu). If you can use e-mail, type your name and the date in the signature block below. If you only have the Adobe Acrobat Reader, you must print the completed calendar form, sign and date it manually, and send it to the Budget Office at 33 Gough St. by Interoffice Mail.

Step 6: Retain the Approved Calendar:

The Budget Dept. will send you an approved copy of the calendar by e-mail.

Budget Manager Date Telephone

Reset Mgr/Date/Phone