

| | | | | | | | PAID DAYS | SIGNIFICANT DATES AND HOLIDAYS | | | | | | | |
|----------------|----|----|----|----|----|----|-----------|--------------------------------|--|--|--|--|--|--|--|
| | S | M | T | W | T | F | S | | | | | | | | |
| July 2004 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | Max. 22 Paid | Grey = Instructional Day | | | | | | |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | Blue = Flex-Day | | | | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | Green = Paid Holiday | | | | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | Jul. 5: Independence Day Observance (holiday) | | | | | | |
| | | | | | | | | | | | | | | | |
| August 2004 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | Max. 22 Paid | Aug. 16 & 17: Flex Days | | | | | | |
| | 08 | 09 | 10 | 11 | 12 | 13 | 14 | | Aug. 18: Fall Semester Day Instruction Begins. | | | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | |
| | 29 | 30 | 31 | | | | | | | | | | | | |
| September 2004 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | Max. 22 Paid | Sep. 6: Labor Day (holiday) | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | | | | | |
| | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| October 2004 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | Max. 21 Paid | Oct. 11: Faculty Day (A holiday for faculty only) | | | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | |
| | 31 | | | | | | | | | | | | | | |
| November 2004 | 01 | 02 | 03 | 04 | 05 | 06 | | Max. 22 Paid | Nov. 12: Veterans Day Observance (holiday) | | | | | | |
| | 07 | 08 | 09 | 10 | 11 | 12 | 13 | | Nov. 24: Day classes only; no classes beginning after 3:59 p.m.; all classes must end by 5:15 p.m. | | | | | | |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | Nov. 25-26: Thanksgiving Vacation (holidays) | | | | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | |
| | 28 | 29 | 30 | | | | | | | | | | | | |
| December 2004 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | Max. 23 Paid | Dec. 21: Fall Semester Day Instruction Ends. | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | Dec. 24: Christmas Day observance (holiday) | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | Dec. 27 - 30: Days between Christmas and New Year (holidays) | | | | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | | Dec. 31: New Year's Day observance (holiday) | | | | | | |
| | | | | | | | | | | | | | | | |
| January 2005 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | Max. 21 Paid | Jan. 13 & 14: Flex Days | | | | | | |
| | 09 | 10 | 11 | 12 | 13 | 14 | 15 | | Jan. 17: Martin Luther King, Jr.'s Birthday Observance (holiday) | | | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | Jan. 18: Spring Semester Day Instruction Begins | | | | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | | | | | |
| | 30 | 31 | | | | | | | | | | | | | |
| February 2005 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Max. 20 Paid | Feb. 18: Lincoln's Birthday Observance (holiday) | | | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | Feb. 21: Washington's Birthday Observance (holiday) | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | |
| | 27 | 28 | | | | | | | | | | | | | |
| March 2005 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Max. 23 Paid | Mar. 25: Cesar Chavez Day Observance (A holiday for faculty only) | | | | | | |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | Mar. 28 - 31: Spring Break (District closed) | | | | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | |
| | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |
| April 2005 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | Max. 21 Paid | Apr. 1: Spring Break Cont. (District closed) | | | | | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | | | | | |
| May 2005 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | Max. 22 Paid | May 27: Spring Semester Day Instruction Ends. | | | | | | |
| | 08 | 09 | 10 | 11 | 12 | 13 | 14 | | May 30: Memorial Day Observance (holiday) | | | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | |
| | 29 | 30 | 31 | | | | | | | | | | | | |
| June 2005 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | Max. 22 Paid | Maximum Paid Days: 261 | | | | | | |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | Scheduled Paid Days | | | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | Reset Paid Days | | | | | | |
| | 26 | 27 | 28 | 29 | 30 | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

CITY COLLEGE OF SAN FRANCISCO

2004- 2005 FISCAL YEAR CALENDAR
APPROVED CALENDAR
USE FOR SCHOOL TERM (STO) AND OTHER PART-TIME ASSIGNMENTS

This Approved Calendar will be used for Budget and Payroll purposes for 2004-2005. 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 _____

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: _____