



HUMAN RESOURCES DEPARTMENT

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DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

DATE: July 8, 2013

REISSUED

TO: Administrators/Department Chairs/Supervisors
Classified Employees

FROM: Clara Start
Dean Human Resources

SUBJECT: CLASSIFIED HOLIDAY SCHEDULE
FISCAL YEAR 2013-2014

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, 2014:

Thursday	July 4, 2013	Independence Day
Monday	September 2, 2013	Labor Day
Monday	November 11, 2013	Veteran's Day (Observed)
Thursday	November 28, 2013	Thanksgiving Day
Friday	November 29, 2013	Day after Thanksgiving
Wednesday	December 25, 2013	Christmas Day
Wednesday	January 1, 2014	New Year's Day
Monday	January 20, 2014	Dr. Martin Luther King, Jr. Day
Friday	February 14, 2014	Lincoln Day
Monday	February 17, 2014	Washington Day
Monday	March 31, 2014	Cesar Chavez Day
Monday	May 26, 2014	Memorial Day
	Unspecified	Three Floating Holidays

ADDITIONAL DAYS OFF WITH PAY:¹

Eligible employees shall be granted the following:

Thursday – Tuesday	December 26, 27, 30, 31, 2013	Days between Christmas and New Year's Day ²
Tuesday – Monday	April 1, 2, 3, 4, 7, 2014	Spring Break ³

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¹ The Additional Days Off With Pay are applicable to eligible employees represented by SEIU 1021, Stationary Engineers Local 39 and SFBCTCU for 2013-2014. Additional Days Off With Pay are no longer applicable to unrepresented classified employees or to unrepresented academic management employees.

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 School Term Only (STO) employees who are **not** scheduled to work the days designated as Spring Break will **not** be paid for these days off.

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 bi-weekly 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.