



# HUMAN RESOURCES DEPARTMENT

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## DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

**DATE:** July 3, 2014

**TO:** Administrators/Department Chairs/Supervisors  
Classified Employees

**FROM:** Clara Starr  
Associate Vice Chancellor Human Resources

**SUBJECT:** CLASSIFIED HOLIDAY SCHEDULE  
FISCAL YEAR 2014-2015

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, 2015:

Friday	July 4, 2014	Independence Day
Monday	September 1, 2014	Labor Day
Monday	November 10, 2014	Veteran's Day (Observed)
Thursday	November 27, 2014	Thanksgiving Day
Friday	November 28, 2014	Day after Thanksgiving
Thursday	December 25, 2014	Christmas Day
Thursday	January 1, 2015	New Year's Day
Monday	January 19, 2015	Dr. Martin Luther King, Jr. Day
Friday	February 13, 2015	Lincoln Day
Monday	February 16, 2015	Washington Day
Tuesday	March 31, 2015	Cesar Chavez Day
Monday	May 25, 2015	Memorial Day
	<b>Unspecified</b>	<b>Three Floating Holidays</b>

**ADDITIONAL DAYS OFF WITH PAY:<sup>1</sup>**

*Eligible employees shall be granted the following:*

<i>Friday – Friday</i>	<i>Dec 26, 29, 30, 31, 2014, Jan 2, 2015</i>	<i>Days between Christmas and New Year's Day and Day after New Year's Day<sup>2</sup></i>
<i>Monday – Friday</i>	<i>March 30, April 1, 2, 3, 2015</i>	<i>Spring Break<sup>3</sup></i>

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<sup>1</sup> 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 Additional Days Off With Pay are no longer applicable to unrepresented classified employees or to unrepresented academic management employees.

<sup>2</sup> 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.

<sup>3</sup> 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.