



HUMAN RESOURCES DEPARTMENT

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DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

DATE: July 6, 2015

TO: Administrators/Department Chairs/Supervisors
Classified Employees

FROM: Clara Starr
Associate Vice Chancellor Human Resources

SUBJECT: CLASSIFIED HOLIDAY SCHEDULE
FISCAL YEAR 2015-2016

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, 2016:

Friday	July 3, 2015	Independence Day (Observed)
Monday	September 7, 2015	Labor Day
Wednesday	November 11, 2015	Veteran's Day
Thursday	November 26, 2015	Thanksgiving Day
Friday	November 27, 2015	Day after Thanksgiving
Friday	December 25, 2015	Christmas Day
Friday	January 1, 2016	New Year's Day
Monday	January 18, 2016	Dr. Martin Luther King, Jr. Day
Friday	February 12, 2016	Lincoln Day
Monday	February 15, 2016	Washington Day
Thursday	March 31, 2016	Cesar Chavez Day
Monday	May 30, 2016	Memorial Day
	Unspecified	Floating Holidays*

*Floating Holidays: For FY 2015/2016, represented classified employees will receive an additional floating holiday for a total of four (4) floating holidays. Unrepresented classified employees and unrepresented academic management employees will receive the regular three (3) floating holidays.

ADDITIONAL DAYS OFF WITH PAY:¹

Eligible employees shall be granted the following:

Monday – Thursday Dec 28, 29, 30, 31, 2015
Monday – Friday March 28, 29, 30, April 1, 2016

Days between Christmas and New Year's Day²
Spring Break³

¹ The Additional Days Off With Pay are applicable to eligible employees represented by SEIU 1021, Stationary Engineers Local 39 and SFBCTCU for 2015-2016. Additional Days Off With Pay are no longer applicable to unrepresented classified employees or to unrepresented academic management employees.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.

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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 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.