



# HUMAN RESOURCES DEPARTMENT

33 GOUGH STREET • SAN FRANCISCO, CA 94103 • FACULTY/ADMINISTRATORS: (415) 241.2246  
CLASSIFIED: (415) 241.2252 • FAX: (415) 241.2335 • WWW.CCSF.EDU/HR

## DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

**DATE:** July 25, 2016

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

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

**SUBJECT:** CORRECTION: CLASSIFIED HOLIDAY SCHEDULE, FISCAL YEAR 2016-2017

**This communication replaces the previous Classified Holiday Schedule document sent out on June 15, 2016, which contained incorrect information regarding floating holidays for the 2016-2017 fiscal year. Please discard the prior communication and keep this communication for your records.**

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, 2017:

Monday	July 4, 2016	Independence Day
Monday	September 5, 2016	Labor Day
Friday	November 11, 2016	Veteran's Day
Thursday	November 24, 2016	Thanksgiving Day
Friday	November 25, 2016	Day after Thanksgiving
Monday	December 26, 2016	Christmas Day (Observed)
Monday	January 2, 2017	New Year's Day (Observed)
Monday	January 16, 2017	Dr. Martin Luther King, Jr. Day
Friday	February 17, 2017	Lincoln Day (Observed)
Monday	February 20, 2017	Washington Day
Friday	March 31, 2017	Cesar Chavez Day
Monday	May 29, 2017	Memorial Day
	<b>Unspecified</b>	<b>Four<sup>1</sup> (4) Floating Holidays</b>

**ADDITIONAL DAYS OFF WITH PAY:<sup>2</sup>**  
*Eligible employees shall be granted the following:*  
 Tuesday – Friday Dec 27, 28, 29, 30, 2016  
 Monday – Friday Mar 27, 28, 29, 30, 2017

*Days between Christmas and New Year's Day<sup>3</sup>*  
 Spring Break<sup>4</sup> -- OVER --

<sup>1</sup> For fiscal year 2016-17 eligible employees are credited with four (4) floating holidays (rather than three (3)) because Cesar Chavez Holiday falls during the scheduled Spring Break.

<sup>2</sup> The Additional Days Off With Pay are applicable to eligible employees represented by SEIU 1021, Stationary Engineers Local 39 and SFBCTCU for 2016-2017. Additional Days Off With Pay are no longer applicable to unrepresented classified employees or to unrepresented academic management employees.

<sup>3</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>4</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.

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## NOTES:

Floating Holidays must be taken in the fiscal year earned, and scheduled consistent with the requirements of the relevant Collective Bargaining Agreement. 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.