



HUMAN RESOURCES DEPARTMENT

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DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

DATE: May 1, 2017

TO: Administrators/Department Chairs/Supervisors
Classified Employees

FROM: Clara Starr
Associate Vice Chancellor Human Resources

SUBJECT: CLASSIFIED HOLIDAY SCHEDULE, FISCAL YEAR 2017-2018

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, 2018:

Tuesday	July 4, 2017	Independence Day
Monday	September 4, 2017	Labor Day
Friday	November 10, 2017	Veteran’s Day (Observed)
Thursday	November 23, 2017	Thanksgiving Day
Friday	November 24, 2017	Day after Thanksgiving
Monday	December 25, 2017	Christmas Day
Monday	January 1, 2018	New Year’s Day
Monday	January 15, 2018	Dr. Martin Luther King, Jr. Day
Friday	February 16, 2018	Lincoln Day
Monday	February 19, 2018	Washington Day
Friday	March 30, 2018	Cesar Chavez Day (Observed)
Monday	May 28, 2018	Memorial Day
	Unspecified	Four¹ (4) Floating Holidays

ADDITIONAL DAYS OFF WITH PAY:²

Eligible employees shall be granted the following:

Tuesday – Friday Dec 26, 27, 28, 29, 2017

Monday–Thursday Mar 26, 27, 28, 29, 2018

Days between Christmas and New Year’s Day³

Spring Break⁴

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¹ For fiscal year 2017-18 eligible employees are credited with four (4) floating holidays (rather than three (3)) because Cesar Chavez Holiday falls during the scheduled Spring Break.

² The Additional Days Off With Pay are applicable to eligible employees represented by SEIU 1021, Stationary Engineers Local 39 and SFBCTCU for 2017-2018. Additional Days Off With Pay are no longer applicable to unrepresented classified employees or to unrepresented academic management employees.

³ 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.

⁴ 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.