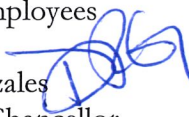




HUMAN RESOURCES DEPARTMENT

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DISTRICT HUMAN RESOURCES – CLASSIFIED BULLETIN KEEP FOR REFERENCE

DATE: May 6, 2019
TO: Administrators/Department Chairs/Supervisors
Classified Employees
FROM: Dianna Gonzales 
Senior Vice Chancellor

SUBJECT: CLASSIFIED HOLIDAY SCHEDULE, FISCAL YEAR 2019-2020

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, 2020:

Thursday	July 4, 2019	Independence Day
Monday	September 2, 2019	Labor Day
Monday	November 11, 2019	Veteran’s Day (Observed)
Thursday	November 28, 2019	Thanksgiving Day
Friday	November 29, 2019	Day after Thanksgiving
Wednesday	December 25, 2019	Christmas Day
Wednesday	January 1, 2020	New Year’s Day
Monday	January 20, 2020	Dr. Martin Luther King, Jr. Day (Observed)
Friday	February 14, 2020	Lincoln Day (Observed)
Monday	February 17, 2020	Washington Day (Observed)
Tuesday	March 31, 2020	Cesar Chavez Day
Monday	May 25, 2020	Memorial Day
	Unspecified	Four¹ (4) Floating Holidays

ADDITIONAL DAYS OFF WITH PAY:²

Eligible employees shall be granted the following:

Thursday–Tuesday Dec 26, 27, 30, 31, 2019 Days between Christmas and New Year’s Day³
Monday – Friday Mar 30, Apr 1, 2, 3, 2020 Spring Break⁴

¹ For Fiscal year 2019-20 Classified employees are credited with four (4) floating holidays (rather than three (3)) to account for Cesar Chavez Day which 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 2019 – 2020.
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) paid days off to be scheduled by mutual agreement between the employee and supervisor.
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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DR. MARK ROCHA, CHANCELLOR

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