



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resources



Service Calendar for Members of the Classified Staff 2017-2018

**HOLIDAYS**

**July**

4 Independence Day

**September**

4 Labor Day

**November**

10 Veterans' Day  
22 Holiday (in lieu of Admissions Day)  
23 Thanksgiving Day  
24 Special Holiday (Board Granted)

**December**

25 Christmas Day  
26 Special Holiday (Board Granted)  
27 Special Closure (Contract)  
28 Special Closure (Contract)  
29 Special Holiday (Board Granted)

**January**

1 New Year's Day (Observed)  
15 Martin Luther King Day

**February**

16 Lincoln Day (Observed)  
19 Washington Day

**May**

29 Memorial Day

**ASSIGNMENTS**

**Fiscal Year (12-Month Assignment):**

July 1, 2017 – June 30, 2018 = 260

**10- and 11-Month Assignments:**

10-month duty days: 203

11-month duty days: 224

**2017**

S M T W T F S

JULY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2018**

S M T W T F S

JANUARY						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**NOTES:**

1. HOLIDAY: A holiday which falls on a Saturday is taken the preceding Friday. A holiday which falls on a Sunday is taken the following Monday.
2. Regular classified, confidential, and supervisory employees with permanent status shall be entitled to two (2) floating holidays, with prior request/approval of their supervisor.
3. Members of the Classified Service who work less than 12 months a year shall take their vacation during recess periods between semesters, Spring break, and during the period August through May.
4. No instruction this Saturday.

**FISCAL YEAR SUMMARY:**

Total Fiscal Year Days (excluding Saturdays and Sundays) .....	260
Regular Holidays – see SEIU 1021 CBA, Section 18.1) .....	-11
Special Holidays (Board Granted) – see SEIU 1021 CBA, Section 18.3) .....	-3
Special Closure Holidays (Contract) – see SEIU 1021 CBA, Section 18.4) .....	-2
Floating Holiday (Regular Classified, Confidential and Supervisory only) – see SEIU 1021 CBA, Section 18.5) .....	-2

**REQUIRED DUTY DAYS: (Full-time employees, including 2 floating holidays):**

\*\*\* SEIU Bargaining Unit, and Supervisory/Confidential ..... 244