

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office of Human Resources

Service Calendar for Members of the Classified Staff 2013-2014

| <u>HOLIDAYS</u>   | 2013     |              |                 |                 |                 |                 | 2014                |         |                          |                 |          |               |          |          |          |         |
|---|----------|--------------|-----------------|-----------------|-----------------|-----------------|---------------------|---------|--------------------------|-----------------|----------|---------------|----------|----------|----------|---------|
| July  | S        | M            | Т               | W               | Т               | F               | S                   |         | S                        | M               | Т        | W             | Т        | F        | S        |         |
| 4 Independence Day  | JUL      | JULY         |                 |                 |                 | (22***) JANUARY |                     |         |                          |                 | 4        | (21***)       |          |          |          |         |
| September   | 7        | 1<br>8       | 2<br>9          | 3<br>10         | 4<br>11         | 5<br>12         | 6<br>13             |         | 5                        | 6               | 7        | <b>1</b><br>8 | 2<br>9   | 3<br>10  | 4<br>11  |         |
| 2 Labor day   | 14       | 15           | 16              | 17              | 18              | 19              | 20                  |         | 12                       | 13              | 14       | 15            | 16       | 17       | 18       |         |
|   | 21       | 22           | 23              | 24              | 25              | 26              | 27                  |         | 19                       | 20              | 21       | 22            | 23       | 24       | 25       |         |
| November 11 Veterans' Day   | 28       | 29           | 30              | 31              |                 |                 |                     |         | 26                       | 27              | 28       | 29            | 30       | 31       |          |         |
| 27 Holiday (in lieu of Admissions Day)  | AUG      | GUST         |                 |                 |                 |                 |                     | (22***) | FEB                      | RUAR            | Y        |               |          |          |          | (18***) |
| 28 Thanksgiving Day   |          |              |                 |                 | 1               | 2               | 3                   | (== )   |                          |                 |          |               |          |          | 1        | (.0 )   |
| 29 Special Holiday (Board Granted)  | 4        | 5            | 6               | 7               | 8               | 9               | 10                  |         | 2                        | 3               | 4        | 5             | 6        | 7        | 8        |         |
| December  | 11<br>18 | 12<br>19     | 13<br>20        | 14<br>21        | 15<br>22        | 16<br>23        | 17<br>24            |         | 9<br>16                  | 10<br><b>17</b> | 11<br>18 | 12<br>19      | 13<br>20 | 14<br>21 | 15<br>22 |         |
| 24 Special Holiday (Board Granted)  | 25       | 26           | 27              | 28              | 29              | 30              | 31                  |         | 23                       | 24              | 25       | 26            | 20<br>27 | 28       | 22       |         |
| 25 Christmas Day  |          |              |                 |                 |                 |                 |                     |         |                          |                 |          |               |          |          |          |         |
| 26 Special Closure (Contract)   |          | SEPTEMBER    |                 |                 |                 |                 | (20***)             | MARCH   |                          |                 |          |               |          | (21***)  |          |         |
| <ul><li>27 Special Closure (Contract)</li><li>30 Special Closure (Contract)</li></ul> | 1        | 2            | 3               | 4               | 5               | 6               | 7                   |         | 0                        | _               | 4        | _             | •        | 7        | 1        |         |
| 31 Special Holiday (Board Granted)  | 8<br>15  | 9<br>16      | 10<br>17        | 11<br>18        | 12<br>19        | 13<br>20        | 14<br>21            |         | 2<br>9                   | 3<br>10         | 4<br>11  | 5<br>12       | 6<br>13  | 7<br>14  | 8<br>15  |         |
|   | 22       | 23           | 24              | 25              | 26              | 27              | 28                  |         | 16                       | 17              | 18       | 19            | 20       | 21       | 22       |         |
| <u>January</u><br>1 New Year's Day  | 29       | 30           |                 |                 |                 |                 |                     |         | 23                       | 24              | 25       | 26            | 27       | 28       | 29       |         |
| 20 Martin Luther King Day   |          |              |                 |                 |                 |                 |                     |         | 30                       | 31              |          |               |          |          |          |         |
| February  | OC.      | OCTOBER      |                 |                 |                 |                 |                     | (23***) | APR                      | IL              |          |               |          |          |          | (22***) |
| February  14 Lincoln Day  |          |              | 1               | 2               | 3               | 4               | 5                   | , ,     |                          |                 | 1        | 2             | 3        | 4        | 5        | , ,     |
| 17 Washington Day   | 6<br>13  | 7<br>14      | 8<br>15         | 9               | 10<br>17        | 11<br>18        | 12<br>19            |         | 6<br>13                  | 7<br>14         | 8<br>15  | 9<br>16       | 10<br>17 | 11<br>18 | 12<br>19 |         |
|   | 20       | 21           | 22              | 16<br>23        | 24              | 25              | 19<br>26            |         | 20                       | 21              | 22       | 23            | 24       | 25       | 26       |         |
| <u>May</u>  | 27       | 28           | 29              | 30              | 31              |                 | 20                  |         | 27                       | 28              | 29       | 30            |          |          | 20       |         |
| 26 Memorial Day   |          |              |                 |                 |                 |                 |                     |         |                          |                 |          |               |          |          |          |         |
|   | NO       | NOVEMBER 1 2 |                 |                 |                 |                 |                     |         | (17***) <b>MAY</b> 1 2 3 |                 |          |               |          | (21***)  |          |         |
|   | 3        | 4            | 5               | 6               | 7               | 8               | 9                   |         | 4                        | 5               | 6        | 7             | 8        | 9        | 10       |         |
| ASSIGNMENTS   | 10       | 11           | 12              | 13              | 14              | 15              | 16                  |         | 11                       | 12              | 13       | 14            | 15       | 16       | 17       |         |
| 71001011IIIE1110  | 17       | 18<br>25     | 19<br>26        | 20              | 21              | 22              | 23                  |         | 18<br>25                 | 19              | 20<br>27 | 21<br>28      | 22<br>29 | 23<br>30 | 24<br>31 |         |
| Fiscal year (12 month assignment):  | 24       | 25           | 26              | 27              | 28              | 29              | 30                  |         | 25                       | 26              | 21       | 28            | 29       | 30       | 31       |         |
| July 1, 2013 - June 30, 2014 = 261  | DEC      | DECEMBER     |                 |                 |                 |                 | (16***) <b>JUNE</b> |         |                          |                 |          |               | (21***)  |          |          |         |
| 10 and 11 Month Assignments:  | 1        | 2            | 3               | 4               | 5               | 6               | 7                   | ` ,     | 1                        | 2               | 3        | 4             | 5        | 6        | 7        | ` ,     |
| 10 month duty dove: 201   | 8        | 9            | 10              | 11              | 12              | 13              | 14                  |         | 8                        | 9               | 10       | 11            | 12       | 13       | 14       |         |
| 10 month duty days: 201<br>11 month duty days: 222                                    | 15<br>22 | 16<br>23     | 17<br><b>24</b> | 18<br><b>25</b> | 19<br><b>26</b> | 20<br><b>27</b> | 21<br>28            |         | 15<br>22                 | 16<br>23        | 17<br>24 | 18<br>25      | 19<br>26 | 20<br>27 | 21<br>28 |         |
|   | 29       | 30           | 31              | 20              | 20              | 41              | 20                  |         | 29                       | 30              | 47       | 20            | 20       | ۷,       | 20       |         |
|   |          |              |                 |                 |                 |                 |                     |         |                          |                 |          |               |          |          |          |         |

## **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 three (3) floating holidays for 2013-14, 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:

| 1100/12 12/11 COMMINATOR  |     |
|---|-----|
| Total Fiscal Year Days (excluding Saturday and Sunday)  | 261 |
| Regular Holidays – (see SEIU 1021 CBA, Article 18)  |     |
| Special Holidays (Board Granted) – (see SEIU 1021 CBA, Article 18)  | 3   |
| Special Closure Holidays (Contract) – (see SEIU 1021 CBA, Article 18)                                       | 3   |
| *Floating Holiday (Regular Classified, Confidential and Supervisory only) – (see SEIU 1021 CBA, Article 18) | 3   |
| REQUIRED DUTY DAYS: (Full-time employees, including 3 floating holidays):                                   |     |
| ***SEIU Bargaining Unit   | 244 |
| SEIO Baigailing Onit  | 477 |