



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resource Services  
Service Calendar for Members of the Classified Staff 2011-2012



**HOLIDAYS**

	2011							2012								
	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
<b>July</b>	<b>JULY</b>							<b>JANUARY</b>								
4 Independence Day						1	2	(20)***	1	2	3	4	5	6	7	
	3	4	5	6	7	8	9		8	9	10	11	12	13	14	
<b>September</b>	10	11	12	13	14	15	16		15	16	17	18	19	20	21	
5 Labor Day	17	18	19	20	21	22	23		22	23	24	25	26	27	28	
	24	25	26	27	28	29	30		29	30	31					
	31															
<b>November</b>	<b>AUGUST</b>							<b>FEBRUARY</b>								
11 Veterans' Day								(23)***								
23 Holiday (in lieu of Admissions Day)		1	2	3	4	5	6					1	2	3	4	
24 Thanksgiving Day	7	8	9	10	11	12	13		5	6	7	8	9	10	11	
25 Special Holiday (Board Granted)	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	
	28	29	30	31					26	27	28	29				
<b>December</b>	<b>SEPTEMBER</b>							<b>MARCH</b>								
23 Special Holiday (Board Granted)						1	2	(21)***						1	2	3
26 Christmas Day (Observance)							3		4	5	6	7	8	9	10	
27 Special Closure (Contract)	4	5	6	7	8	9	10		11	12	13	14	15	16	17	
28 Special Closure (Contract)	11	12	13	14	15	16	17		18	19	20	21	22	23	24	
29 Special Closure (Contract)	18	19	20	21	22	23	24		25	26	27	28	29	30	31	
30 Special Closure (Contract)	25	26	27	28	29	30										
<b>January</b>	<b>OCTOBER</b>							<b>APRIL</b>								
2 New Year's Day (Observance)							1	(21)***	1	2	3	4	5	6	7	
16 Martin Luther King Day	2	3	4	5	6	7	8		8	9	10	11	12	13	14	
	9	10	11	12	13	14	15		15	16	17	18	19	20	21	
	16	17	18	19	20	21	22		22	23	24	25	26	27	28	
	23	24	25	26	27	28	29		29	30						
	30	31														
<b>February</b>	<b>NOVEMBER</b>							<b>MAY</b>								
17 Lincoln Day								(18)***								
20 Washington Day			1	2	3	4	5		6	7	8	9	10	11	12	
	6	7	8	9	10	11	12		13	14	15	16	17	18	19	
	13	14	15	16	17	18	19		20	21	22	23	24	25	26	
	20	21	22	23	24	25	26		27	28	29	30	31			
	27	28	29	30												
<b>May</b>	<b>DECEMBER</b>							<b>JUNE</b>								
28 Memorial Day						1	2	(16)***								
							3		3	4	5	6	7	8	9	
							4		10	11	12	13	14	15	16	
							11		17	18	19	20	21	22	23	
							18		24	25	26	27	28	29	30	
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**ASSIGNMENTS**

**Fiscal year (12 month assignment):**  
July 1, 2011 - June 30, 2012 = 261

**9, 10, and 11 Month Assignments:**  
9 month duty days: 168  
10 month duty days: 204  
11 month duty days: 225

**NOTES:**

- 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.
- Regular classified, confidential and supervisory employees with permanent status shall be entitled to two (2) floating holidays, with prior request/approval of their supervisor.
- 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.
- No instruction this Saturday.

**FISCAL YEAR SUMMARY:**

<b>Total Fiscal Year Days</b> (excluding Saturday and Sunday).....	261
<b>Regular Holidays</b> – see SEIU 1021 CBA, page. 77, Section 18.1).....	-11
<b>Special Holidays</b> (Board Granted) – see SEIU 1021 CBA, page. 77, Section 18.3).....	-2
<b>Special Closure Holidays</b> (Contract) – see SEIU 1021 CBA, page. 77, Section 18.3).....	-4
<b>Floating Holiday</b> (Regular Classified, Confidential and Supervisory only) – see SEIU 1021 CBA, page. 78, Section 18.4).....	-2

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

***SEIU Bargaining Unit.....	244
***Supervisory/Confidential.....	244