



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT  
Office of Human Resource Services  
Service Calendar for Members of the Classified Staff 2012-2013



**HOLIDAYS**

**2012**

**2013**

July

4 Independence Day

September

3 Labor day

November

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

December

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

January

1 New Year's Day  
21 Martin Luther King Day

February

12 Lincoln Day  
18 Washington Day

May

27 Memorial Day

**ASSIGNMENTS**

Fiscal year (12 month assignment):

July 1, 2012- June 30, 2013 = 260

10 and 11 Month Assignments:

10 month duty days: 199  
11 month duty days: 219

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					

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	27	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 Saturday and Sunday) .....	260
Regular Holidays – see SEIU 1021 CBA, page. 77, Section 18.1) .....	-11
Special Holidays (Board Granted) – see SEIU 1021 CBA, page. 77, Section 18.3) .....	-3
Special Closure Holidays (Contract) – see SEIU 1021 CBA, page. 77, Section 18.3) .....	-3
Floating Holiday (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 .....	243
***Supervisory/Confidential .....	243