



**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**  
 Office of Human Resources  
 Service Calendar for Members of the Classified Staff 2013-2014

**HOLIDAYS**

**2013**

**2014**

**July**

4 Independence Day

**September**

2 Labor day

**November**

11 Veterans' Day  
 27 Holiday (in lieu of Admissions Day)  
 28 Thanksgiving Day  
 29 Special Holiday (Board Granted)

**December**

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

**January**

1 New Year's Day  
 20 Martin Luther King Day

**February**

14 Lincoln Day  
 17 Washington Day

**May**

26 Memorial Day

**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	8
2	3	4	5	6	7	14	15
9	10	11	12	13	14	21	22
16	17	18	19	20	21	28	
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						

**ASSIGNMENTS**

**Fiscal year (12 month assignment):**

July 1, 2013 - June 30, 2014 = 261

**10 and 11 Month Assignments:**

10 month duty days: 201  
 11 month duty days: 222

**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:**

<b>Total Fiscal Year Days</b> (excluding Saturday and Sunday).....	261
<b>Regular Holidays</b> – (see SEIU 1021 CBA, Article 18) .....	-11
<b>Special Holidays</b> (Board Granted) – (see SEIU 1021 CBA, Article 18).....	-3
<b>Special Closure Holidays</b> (Contract) – (see SEIU 1021 CBA, Article 18) .....	-3
<b>*Floating Holiday</b> (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
***Supervisory/Confidential .....	244