

Los Rios Community College District Classified Employees Schedule 2017-18

Schedule for 12 Month Employees

| Month | Work Days | No. of Holidays | Holidays |
|---------------------|------------|-----------------|---|
| July 1-31 | 20 | 1 | Independence Day (4th) |
| August 1-31 | 23 | - | |
| September 1-30 | 20 | 1 | Labor Day (4th) |
| October 1-31 | 22 | - | |
| November 1-30 * | 19 | 3 | Veterans Day (10th); Thanksgiving Day Recess (23rd & 24th) |
| December 1-31 * | 15 | 6 | In lieu of Admission Day (22nd); Christmas Day (25th); 4 winter recess days* (26th, 27th, 28th, 29th) |
| January 1-31 | 21 | 2 | New Year's Day (1st); King's Birthday (15th) |
| February 1-28 | 18 | 2 | Lincoln's Birthday (16th); Washington's Birthday (19th) |
| March 1-31 | 21 | 1 | Spring Recess (30th) |
| April 1-30* | 21 | - | |
| May 1-31 | 22 | 1 | Memorial Day (28th) |
| June 1-30 | 21 | - | |
| Working Days | 243 | 17 | |

Schedule for 10 & 11 Month Employees

Full-time employees with a work year of ten months will have a minimum of 1,616 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off. Full-time employees with a work year of eleven months will have a minimum of 1,784 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off.

Schedule for 9 Month Employees

Full-time employees with a work year of nine months will have a minimum of 1,400 paid-status hours. This includes, but is not limited to, vacation, holidays, and Board-granted days off. These days will generally be scheduled during the academic calendar year. (Cafeterias normally operate on reduced schedule during school vacations, final exam week and semester breaks. During these periods, food service employees shall be scheduled as needed and the work schedule adjusted accordingly.)

| Month | Work Days | No. of Holidays | Unpaid Days | Notes |
|---------------------|------------|-----------------|-------------|------------------------------------|
| August 14-31 | 14 | - | - | Start day is Monday, 8/14 |
| September 1-30 | 20 | 1 | - | |
| October 1-31 | 22 | - | - | |
| November 1-30 * | 19 | 3 | - | |
| December 1-31 * | 11 | 6 | 4 | Last work day of semester is 12/15 |
| January 8-31 | 17 | 2 | 4 | Start day is Monday, 1/8 |
| February 1-28 | 18 | 2 | - | |
| March 1-31 | 19 | 1 | 2 | Includes 3/26 & 3/27 as work days |
| April 1-30* | 21 | - | - | |
| May 1-31 | 14 | 1 | 8 | Includes 5/17 & 5/18 as work days |
| Working Days | 175 | 16 | 18 | |

* Board-granted days off and vacation are subject to negotiation with the exclusive collective bargaining representatives and may be adjusted accordingly.