



# HUMAN RESOURCES CALENDAR

2024-25

## PAID HOLIDAYS - SEE BELOW

Vacation days may be adjusted by the College District to adjust for the proration of the special vacation days granted during spring and winter break.

## CLASSIFIED HOLIDAY POLICY AND PROCEDURES

Holidays are granted as approved in the adopted calendar. Sufficient days will be granted for employees working other than Monday through Friday to equalize the total number of holidays granted during the contract days of employment. Said days are to be approved by the administrative supervisor, and the Director of Human Resources.

## PAID HOLIDAYS

Classified employees will be granted the following holidays if they fall within the employee's work schedule:

July 4, 2024	(Thu)	Independence Day – Legal Holiday
September 2, 2024	(Mon)	Labor Day - Legal Holiday
November 11, 2024	(Mon)	Veterans Day - Legal Holiday
November 28, 2024	(Thu)	Thanksgiving Day - Legal Holiday
November 29, 2024	(Fri)	Declared Holiday
December 24, 2024	(Tue)	Declared Holiday
December 25, 2024	(Wed)	Christmas - Legal Holiday
December 31, 2024	(Tue)	Declared Holiday
January 1, 2025	(Wed)	New Year's - Legal Holiday
January 20, 2025	(Mon)	Martin Luther King, Jr. - Legal Holiday
February 14, 2025	(Fri)	Lincoln's Day - Legal Holiday
February 17, 2025	(Mon)	Washington's Day - Legal Holiday
March 31, 2025	(Mon)	Cesar Chavez Day – Declared Holiday
April 4, 2025	(Fri)	Declared Holiday (Friday of the week of Spring Break)
May 26, 2025	(Mon)	Memorial Day - Legal Holiday
June 19, 2025	(Thu)	Juneteenth – Declared Holiday

In addition to the above holidays, below is a breakdown of time off for spring and winter break by unit.

## WINTER BREAK

December 23 & 26, 2024	(Mon & Thu)	College District given holiday for CSEA & Confidential members
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## VACATION DAYS

December 27, 30, 2024 and January 2, 3, 2025 (4 days)	CSEA & CONF
December 23, 26, 27, 30, 2024 and January 2, 3, 2025 (6 days)	SCCDAA*

## SPRING BREAK

April 1-2, 2025	(Tue-Wed)	College District given holiday for CSEA & Confidential members
April 3-4, 2025	(Thu-Fri)	College District given holiday for SCCDAA members

## VACATION DAYS

April 3, 2025 (1 day)	CSEA & CONF
April 1, 2, 2025 (2 day)	SCCDAA*

**\*NOTE:** Per SCCDAA Collective Bargaining Agreement, SCCDAA Administrators will be required to use no more than a total of 8 accrued vacation days during spring and winter break. If on December 1 the administrator has less than 40 days of accrued vacation, they will be required to use no more than a total of 6 accrued vacation days during Winter and Spring Breaks.



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## Summer Session 2024 (June 3-August 1, 2024)

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Jun 3-Aug 1	Mon-Thu	9-Week Session
Jun 10-Aug 1	Mon-Thu	8-Week Session
Jun 3-Jul 11	Mon-Thu	6-Week Session
Jul 4	Thu	Legal Holiday - Independence Day

## Fall Semester 2024 (August 26-December 15, 2024)

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Aug 23	Fri	Opening Day
Aug 26	Mon	Instruction Begins
Sept 2	Mon	Labor Day - Legal Holiday
Nov 11	Mon	Veterans Day - Legal Holiday
Nov 28-29	Thu-Fri	Thanksgiving Holiday - Legal Holiday
Dec 15	Sun	End of Fall Semester
Dec 23-Jan 5	Mon-Sun	Winter Break, campus will be closed beginning December 23 and will re-open on January 6, 2025*
Dec 24	Tue	Declared Holiday
Dec 25	Wed	Christmas - Legal Holiday
Dec 31	Tue	Declared Holiday
Jan 1	Wed	New Year's Day – Legal Holiday

## Intersession 2025 (January 6-30, 2025)

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Jan 6	Mon	Instruction Begins
Jan 20	Mon	Martin Luther King, Jr. - Legal Holiday
Jan 30	Thu	End of Intersession

## Spring Semester 2025 (February 3-May 30, 2025)

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Jan 31	Fri	Opening Day
Feb 3	Mon	Instruction Begins
Feb 14	Fri	Lincoln's Day - Legal Holiday
Feb 15-16	Sat-Sun	No Classes
Feb 17	Mon	Washington's Day - Legal Holiday
Mar 31-Apr 4	Mon-Fri	Spring Break*
Mar 31	Mon	Cesar Chavez Day - Declared Holiday
Apr 4	Fri	Spring Holiday - Declared Holiday
May 26	Mon	Memorial Day - Legal Holiday
May 30	Fri	End of Spring Semester/Graduation
Jun 19	Thu	Juneteenth – Declared Holiday

\*All Classified and Academic Employees will be on vacation or holiday unless designated otherwise by the District.