

Los Rios Community College District Classified Employees Schedule 2018-19

Schedule for 12 Month Employees

Month	Work Days	No. of Holidays	Holidays
July 1-31	21	1	Independence Day (4th)
August 1-31	23	-	
September 1-30	19	1	Labor Day (3rd)
October 1-31	23	-	
November 1-30 *	19	3	Veterans Day (12th); Thanksgiving Day Recess (22nd & 23rd)
December 1-31 *	15	6	In lieu of Admission Day (24th); Christmas Day (25th); 4 winter recess days* (26th, 27th, 28th, 31st)
January 1-31	21	2	New Year's Day (1st); King's Birthday (21st)
February 1-28	18	2	Lincoln's Birthday (15th); Washington's Birthday (18th)
March 1-31	21	-	
April 1-30*	21	1	Spring Recess (19th)
May 1-31	22	1	Memorial Day (27th)
June 1-30	20	-	
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 basically 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 20-31	10	-	-	Start day is Monday, 8/20
September 1-30	19	1	-	
October 1-31	23	-	-	
November 1-30 *	19	3	-	
December 1-31 *	15	6	-	Last work day of semester is 12/21
January 14-31	13	2	8	Start day is Monday, 1/14
February 1-28	18	2	-	
March 1-31	21	-	-	
April 1-30*	19	1	2	Includes 4/15 & 4/16 as work days
May 1-31	18	1	4	Includes 5/23 & 5/24 as work days
Working Days	175	16	14	

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