

# Yosemite Community College District

## CSEA, Chapter 420

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April 3, 2019

**TO:** YCCD Classified Staff

**SUBJECT:** 2019 Winter Closure & 2019-2020 Holiday Schedule

This memo provides the 2019 Winter Closure schedule, as well as the schedule of holidays for 2019-2020. The District and College offices will close from Tuesday, December 24, through Wednesday, January 1. Normal work schedules will resume **Thursday, January 2, 2019**.

Winter Holiday schedule:

**Tuesday, December 24 - Christmas Eve**

**Wednesday, December 25 - Christmas Day**

**Tuesday, December 31 - In-lieu day (Admissions Day)**

**Wednesday, January 1 - New Year's Day**

For the three duty days during the Winter Closure, full-time classified unit members will be granted three days of paid leave. For full-time classified staff with Monday through Friday schedules, the three days of paid leave will be **Thursday, December 26; Friday, December 27; and Monday, December 30**.

Classified staff with alternate schedules (other than Monday through Friday) should check with their supervisor. Eligible part-time unit members with normal work assignments during the Winter Closure period will be granted up to three work days of paid leave, prorated to their percentage of employment.

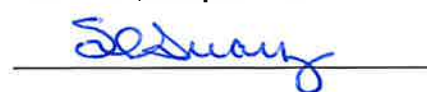
Classified staff who work less than 12 months per year and whose assignments are normally inactive during the Winter break are ineligible for paid leave but may use vacation or comp time during this period.

**For the District:**



Gina Leguria  
Vice Chancellor, Human Resources

**For CSEA, Chapter 420:**



Sherri Suarez  
President, CSEA, Chapter 420

GL/lm

cc: Leadership Team

**YOSEMITE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED AND MANAGEMENT STAFF  
SCHEDULE OF HOLIDAYS  
2019-2020**

<b>Independence Day</b>	<b>Thursday, July 4, 2019</b>
<b>Labor Day</b>	<b>Monday, September 2, 2019</b>
<b>Veteran's Day</b>	<b>Monday, November 11, 2019</b>
<b>Thanksgiving Day</b>	<b>Thursday, November 28, 2019</b>
<b>Day following Thanksgiving</b>	<b>Friday, November 29, 2019</b>
<b>Christmas Eve</b>	<b>Tuesday, December 24, 2019</b>
<b>Christmas Day</b>	<b>Wednesday, December 25, 2019</b>
<b>Day in lieu of Admission Day</b>	<b>Tuesday, December 31, 2019</b>
<b>New Year's Day</b>	<b>Wednesday, January 1, 2020</b>
<b>Martin Luther King Jr. Day</b>	<b>Monday, January 20, 2020</b>
<b>Lincoln Holiday</b>	<b>Friday, February 14, 2020</b>
<b>Washington Holiday</b>	<b>Monday, February 17, 2020</b>
<b>Memorial Day</b>	<b>Monday, May 25, 2020</b>
<b>Floating Holiday for Spring Day*</b>	<b>For use during the work year (July 1 – June 30)</b>

The District/Colleges will be closed from Tuesday, December 24 through Wednesday, January 1. Classified employees who would normally be on duty during the Christmas closure period may be eligible for up to three (3) days paid leave. Please see the holiday memo for details regarding the three days of paid leave.

\*Per the CSEA Contract and Leadership Team Handbook, Classified Employees and Leadership Team members with work schedules that included the former Spring Day Holiday, shall be provided a floating holiday (up to 8 hours) for use during the work year (July 1 to June 30). Scheduling of the floating holiday shall be at the staff member's request and administrative approval.