

BuildLACCD

Memorandum

To: All Bench Contract Staff
From: Alexander Rosas
Date: November 10, 2009
Subject: **Holiday Schedule**

Los Angeles Community College District Holiday Schedule

November 11, 2009	Veterans Day	District Holiday
November 26- 27, 2009	Thanksgiving Break	District Holidays
December 24 – 31, 2009	Christmas Break	District Holidays
January 1, 2010	New Years Break	District Holidays
January 19, 2010	Martin Luther King	District Holiday

Build-LACCD Program Holiday Schedule

November 26- 27, 2009	Thanksgiving Break	Program Office Closed
December 24 - 25, 2009	Christmas Break	Program Office Closed
January 1, 2010	New Years	Program Office Closed

The following options are available for employees choosing to observe the above listed Holidays:

- A) If your company observes the Holiday, you may take it.
- B) If the District is closed but the CPM trailer is open, you can work at the CPM Trailer that day.
- C) If the District is closed and the CPM trailer is closed, and the Program office is open, you have the option of working at the PM office or taking a vacation day.