SIDELETTER BETWEEN
SAN DIEGO COMMUNITY COLLEGE DISTRICT AND
SUPERVISORY AND PROFESSIONAL ADMINISTRATORS ASSOCIATION (SPAA)

The parties have agreed the District recognizes 16 holidays each academic year. The holidays identified in this side letter constitute the complete and exclusive list of holidays observed by SDCCD. The list of holidays is comprised of both holidays whose celebration date varies annually, as well as those which occur on a fixed calendar date. A varying holiday celebration date will not alter the applicability of this side letter. Additionally, any future name changes to holidays listed below will not necessitate the need for a new side letter on this subject, nor will such name change constitute the addition or reduction of the total holidays listed. Unless otherwise required by applicable law or mutual agreement of the parties, no other paid days off shall be considered recognized holidays for employees represented by SPAA.

CHAPTER XIV – HOLIDAYS

14.1 Any monthly employee covered by this Handbook shall be entitled to fifteen (15~~6~~) paid holidays each year provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday. All holidays shall be designated by the Board of Trustees by adoption of the District's Academic Calendar.

14.2 An employee assigned to an alternative work schedule, who is not assigned to work on a scheduled holiday shall be granted an equivalent day off during the pay period. If the holiday results in a three (3) day weekend, the rescheduled day off shall result in a three (3) day weekend unless mutually agreed to between the supervisor and employee.

14.3 Association members shall be granted time off without loss in compensation on any scheduled workday which falls during the period December 25 and January 1 and is not one of the regular designated District holidays. Any allotment of time for the scheduled workdays which falls during the period December 25 and January 1 will be equivalent to twenty-four (24) hours of work time. The granting of this time is based on a five-day eight-hour work week and is not meant to provide any added benefit to those working a nontraditional schedule.

Association members who work an alternative work schedule, shall be given the same number of bonus days as a unit member working a Monday through Friday schedule. Compensation is “day for a day” and not to be compensated as additional salary.

14.4 Retroactive to January 1, 2022, each unit member shall be entitled to sixteen (16) paid holidays each year, provided that the unit member is in a paid status during any portion of the working day immediately preceding or succeeding the holiday. Unit members who have less than a 1.0 FTE assignment and who are assigned a flex schedule shall be entitled to any holiday that falls within a month when the unit member receives compensation. Eligible holiday hours will be subtracted from the hours to be worked based upon the regularly assigned hours for the day the holiday falls on. All holidays shall be designated by the Board of Trustees by adoption of the District's Academic Calendar.

Independence Day	Martin Luther King
Labor Day	Lincoln Birthday
Veterans Day	Washington Birthday
Thanksgiving (2)	Farm Workers Day
Admissions Day	Memorial Day
Christmas Holiday (2)	Juneteenth
New Years (2)	

Jared Burns

Jared Burns, Vice Chancellor of
People, Culture, and Technology Services

Date: Nov 18, 2026

Marc Grabiel
Marc Grabiel (Nov 18, 2026 12:18:16 PST)

Marc Grabiel, President
Supervisory and Professional Administrators Association

Date: Nov 18, 2026

Jesus Montana
Jesus Montana (Nov 18, 2026 11:33:29 PST)

Jesus Montana, Executive Director
Supervisory and Professional Administrators Association

Date: Nov 18, 2026