**Santa Monica College**

**[Department Name**

**Each work unit/group/dept will need to tailor as needed and post and distribute the calendar via email to their employees.]**

**2025-2026 Vacation Block Out Days**

## Important Notice

**Per Section 9.3 of the SMCCD & CSEA-Chapter 36 Collective Bargaining Agreement:**

“Vacations may not be scheduled during block out days. Vacation block out days shall be based on projects and workload and apply to all District employees in that work unit or group.

Any department that has vacation block-out days shall publish a fiscal year calendar of vacation block-out days by May 1 of each year.”

The Vacation Block-Out Days for Fiscal Year 2025-26 have been scheduled to ensure that we can fully support the beginning of the fall and spring semesters, enrollment cycles, and end-of-year activities in spring, which tend to be our busiest times. The specific block-out days are listed below.

[You may want to include:

1. both Professional Development Days (Fall/Spring)
2. First week or weeks of each term
3. Enrollment week or weeks
4. Commencement
5. And other times of peak need in your department.

* Monday, August 25, 2025 – Friday, September 5, 2025
* Monday, November 3, 2025 – Thursday, November 6, 2025
* Tuesday, February 17, 2026 – Friday, February 20, 2026
* Tuesday, March 17, 2026 - Institutional Professional Development Day
* Monday, April 27, 2026 – Friday, May 8th (2 weeks)
* Monday, June 15, 2026 – Thursday, June 17, 2026

These dates will be emailed to all staff and posted in [Insert Department Name]. Staff are encouraged to also put the dates in their Outlook Calendars. Please contact [Insert Manager Name & Title], with questions. Thank you for all you do to support the college and our students.

Please note that **[Insert Department Name]** management still has the prerogative to deny vacation for other critical time periods.

**Note that the block out days apply to all members of the department.**

A copy of this notice is also posted in the [Department Name Bulletin Board or Conference Room, etc].