



## BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 11/15/2022

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Proposed Changes to Personnel Policy 8-105, Annual Leave

**\*Introduction/Background:**

Proposed revisions to Personnel Policy 8-105 Annual Leave, in alignment with the Board of Supervisor's approval at the September 6, 2022, Board Meeting concerning the County Administrator's Vacation and Sick Leave Proposal – Phase 1, items one (1)-(8), effective January 1, 2023. (Attached)

**\*Discussion:**

1) Increased annual leave accruals by 24 hours per year for each tier; 2) Increased the cap on the amount of annual leave that can be carried over on an employee anniversary date from 240 hours to 320 hours; 4) Frontload 40 hours of annual leave for new employees on date of hire and then they will begin accruing at a rate of 4.65 hours at the point in time when they would have accrued 40 hours annual leave; 5) Permit eligible employees on initial probation to use annual leave as it is accrued; 6) Permit employees who return within 5 years to County employment to accrue annual leave based on their length of service with the County when they left; this provision does not apply to employees who retired from the County and are re-hired.

**\*Conclusion:**

The revisions are required to align with the Board of Supervisor's approval on September 6, 2022.

**\*Recommendation:**

That the Board of Supervisors approve Personnel Policy 8-105, Annual Leave modifications as outlined, to become effective January 1, 2023.

**\*Fiscal Impact:**

None.

**\*Board of Supervisor District:**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ All

Department: Human Resources

Telephone: 520-724-2732

Contact: Cathy Bohland

Telephone: 520-724-8672

Department Director Signature: \_\_\_\_\_

Date: 10/27/2022

Deputy County Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

Date: 10/27/2022

January 1, 2023

Summary of Revisions  
*Personnel Policy 8-105*  
**ANNUAL LEAVE**

**Significant Changes**

1) Revised Language in Following Sections:

- (A)(4) Added language to permit Employees returning to County employment following a break in service of five (5) years or less to accrue annual leave based on their length of service with Pima County when they left. This provision does not apply to retired employees who left the County and later return.
- (B)(1)-(7) Increased the accrual of annual leave for each tier by 24 hours per year. Added an additional tier(s) for ten (10) to fifteen (15) years of service and more than fifteen (15) years of service. Renumbered sections (5) through (7).
- (C)(1) and (2) Changed the cap on the amount of annual leave that can be carried over on an employee's anniversary date from two hundred forty (240) hours to three hundred twenty (320) hours.
- Removed the provision permitting requests to County Administrator to allow employees to retain annual leave in excess of the cap on the employee's anniversary date and have them roll over to sick leave.
- (C)(3) Added language to frontload five (5) days (or maximum of 40 hours) of annual leave to new employees, upon their date of hire. New Employees will then begin to accrue annual leave at a rate of 4.65 hours once they reach the point in time when they would have accrued five (5) days (or 40 hours) of leave.
- (D)(1)) Changed language to permit employees on probation to use annual leave upon accrual, if they are meeting expectations and approved by the Department Head.
- (F) Added language to require a pay-out of annual leave for employees who change to an employment type that does not accrue annual leave.
- (G) Changed the cap from two hundred forty (240) hours to three hundred twenty (320) hours.
- Added language to permit annual leave in excess of the cap to transfer to sick leave for Employees who change to an employment type that does not accrue annual leave.

All Sections

Changed "him/her" to "their" throughout to reflect gender neutral language.

A. Eligibility

1. All employees except Elected Officials, intermittent employees as defined in Merit System Rule 1 and temporary employees are eligible to accrue annual leave from date of appointment.

An eligible employee receiving pay for forty (40) or more hours per pay period shall accrue annual leave as specified in 8-105 B.

2. New hire employees hired under the Pima County Trainee Program are eligible to accrue annual leave from date of appointment.
3. Temporary employees extended beyond the first six (6) months of employment shall accrue and may use annual leave beginning with the pay period following six (6) months of continuous and extended employment. A temporary employee appointed to a regular appointment without a break in service shall be credited with annual leave from original date of hire.
4. For the purpose of annual leave rate of accrual, no credit shall be allowed **AND** or given to establish years of service using prior employment with Pima County **FOR EMPLOYEES RE-HIRED AFTER THE EFFECTIVE DATE OF THIS POLICY**, where there was a break in service **OF FIVE (5) YEARS OR LESS** except **OR** for reinstatement or reemployment, as defined in these Merit System Rules and Personnel Policies. **THIS CREDIT SHALL NOT APPLY TO EMPLOYEES WHO HAVE RETIRED FROM THE COUNTY AND ARE RE-HIRED. EMPLOYEES WHO HAVE RETIRED WILL ACCRUE ANNUAL LEAVE AT THE RATE OF A NEW EMPLOYEE.**

B. Rate of Accrual

An eligible employee, when in a pay status, shall accrue annual leave as follows:

1. An employee with fewer than three (3) years of service (established by anniversary date) shall accrue annual leave at the rate of ~~96~~**120** hours per year (not to exceed ~~3.7~~ **4.65** hours per pay period).
2. An employee with three (3) to seven (7) years of service (established by anniversary date) shall accrue annual leave at the rate of ~~120~~**144** hours per year (not to exceed ~~4.65~~**5.55** hours per pay period).
3. An employee with seven (7) to ~~fifteen (15)~~**TEN (10)** years of service (established by anniversary date) shall accrue annual leave at the rate of ~~144~~**168** hours per year (not to exceed ~~5.55~~**6.47** hours per pay period).
4. An employee with **TEN (10) TO FIFTEEN (15) YEARS OF SERVICE (ESTABLISHED BY ANNIVERSARY DATE) SHALL ACCRUE ANNUAL**

**LEAVE AT THE RATE OF 192 HOURS PER YEAR (NOT TO EXCEED 7.39 HOURS PER PAY PERIOD).**

5. **AN EMPLOYEE WITH** more than fifteen (15) years of service (established by anniversary date) shall accrue annual leave at the rate of ~~468~~**216** hours per year (not to exceed ~~6.47~~ **8.31** hours per pay period).
6. Annual leave shall accrue during any approved leave of absence with pay.
7. Annual leave shall not accrue during any leave of absence without pay or suspension without pay, i.e., employees must be in a pay status to accrue annual leave.

C. Annual Accumulation

1. An eligible employee may carry over, from one (1) consecutive twelve (12) month period (established by anniversary date) to the next, a maximum of ~~THREETwo~~ **TWENTY**four (240**320**) hours of annual leave.  
  
~~———— In exceptional circumstances, an Appointing Authority may request County Administrator approval for an employee to retain annual leave in excess of two hundred forty (240) hours with the expectation that the employee will reduce his/her annual leave balance to 240 hours within the following anniversary year. If the employee has annual leave in excess of THREETwo hundred TWENTYfour (240**320**) hours upon THEIRhis/her subsequent anniversary date, annual leave hours in excess of THREETwo hundred TWENTYfour (240**320**) will automatically be transferred to sick leave pursuant to 8-105 GH.~~
2. The **PAYOUT OF UNUSED** sick leave hours converted to annual leave for payout purposes as specified in 8-106 ~~C(4)H, I and J~~ shall not be included in the calculation of the ~~THREETwo~~ hundred **TWENTY**four (240**320**) hours payoff limit specified in Personnel Policy 8-123.
3. **NEW EMPLOYEES WILL ACCRUE A TOTAL OF 120 HOURS OF ANNUAL LEAVE IN YEAR ONE (1); HOWEVER, FORTY (40) HOURS OF ANNUAL LEAVE WILL BE FRONT-LOADED INTO THEIR ANNUAL LEAVE BANK UPON THEIR INITIAL DATE OF HIRE. NEW EMPLOYEES WILL THEN BEGIN ACCRUING ANNUAL LEAVE AT A RATE OF 4.65 HOURS AFTER THE EMPLOYEE REACHES THE POINT IN TIME WHEN THEY WOULD HAVE ACCRUED FORTY (40) HOURS OF ANNUAL LEAVE, OR AFTER SEVENTEEN (17) WEEKS OF CONTINUOUS FULL TIME EMPLOYMENT.**

D. Use of Annual Leave

1. ~~An eligible employee in the classified service may use annual leave after completion of six months of initial probation. Accrued annual leave may be used prior to completion of six months of initial probation for a job-related illness or job-related injury. New hire trainees who have completed six (6) months of the Pima County Trainee Program may use annual leave in the same manner as those in the classified service. Unclassified Employees, not subject to initial probation may use annual leave upon accrual.~~ **WITH THE EXCEPTION OF TEMPORARY EMPLOYEES, EMPLOYEES WHO ARE ON INITIAL PROBATION OR TRAINEES ARE ONLY PERMITTED TO USE ANNUAL LEAVE IN THE FIRST SIX MONTHS OF EMPLOYMENT WHERE THEY ARE MEETING PERFORMANCE EXPECTATIONS AND AS APPROVED BY THEIR APPOINTING AUTHORITY.**
2. Annual leave accruals earned at the end of the current pay period are not available for use until the following pay period.  
  
Employees receiving workers' compensation benefits who have exhausted all accrued leave balances may utilize annual leave accruals during the pay period earned.
3. Annual leave shall not be charged against an employee's accrued balance for an authorized holiday, which occurs while an employee is using annual leave.
4. All employees are encouraged to take a two-week vacation per year for the purpose of rest and recuperation.
5. An Appointing Authority may require that an employee postpone or change scheduled annual leave for good cause.
6. At the discretion of the Appointing Authority, an employee classified as Executive (E), Administrative (A), or Professional (P) may be required to use accrued annual leave for approved absences of less than a full work day when the Appointing Authority determines that voluntary partial day absences taken by the employee are excessive or have a negative impact on the operation of the department.
7. Employees eligible for overtime are required to use annual leave for approved absences of a full work day or less.
8. Use of annual leave for Family and Medical Leave Act (FMLA) reasons is provided for by administrative procedures which comply with the FMLA.

E. Leave Requests

Unless waived by the Appointing Authority, an employee shall submit a written request for approval of annual leave at least two (2) weeks in advance of the intended absence and indicate the dates and duration of the requested annual leave. The Appointing Authority or designee shall respond to such request within one (1) week of receipt.

F. Disposition of Accrued Leave

An employee who transfers from one County department to another shall retain any accumulated annual leave. An employee who changes from one employment type to another shall retain any accumulated annual leave and shall be eligible to use and/or accrue annual leave in accordance with **THEIR** his/her current employment type. **HOWEVER, IF THE EMPLOYEE HAS ACCUMULATED ANNUAL LEAVE AND CHANGES TO AN EMPLOYMENT TYPE THAT DOES NOT ACCRUE ANNUAL LEAVE, THE EMPLOYEE SHALL BE PAID OUT FOR NO MORE THAN THREE HUNDRED TWENTY (320) HOURS OF THEIR ACCUMULATED ANNUAL LEAVE AT THE TIME OF THEIR TRANSFER.**

G. Transfer of Accrued Annual Leave Hours to Sick Leave

In order to prevent the loss of annual leave and supplement the accrual of sick leave, any amount of accrued annual leave hours in excess of ~~THREE~~two hundred ~~TWENTY~~forty (240**320**) will automatically be transferred to sick leave on the employee's anniversary date, **OR WHEN THE EMPLOYEE CHANGES TO AN EMPLOYMENT TYPE THAT DOES NOT ACCRUE ANNUAL LEAVE AS DESCRIBED IN 8-105 F.**

A. Eligibility

1. All employees except Elected Officials, intermittent employees as defined in Merit System Rule 1 and temporary employees are eligible to accrue annual leave from date of appointment.

An eligible employee receiving pay for forty (40) or more hours per pay period shall accrue annual leave as specified in 8-105 B.

2. New hire employees hired under the Pima County Trainee Program are eligible to accrue annual leave from date of appointment.
3. Temporary employees extended beyond the first six (6) months of employment shall accrue and may use annual leave beginning with the pay period following six (6) months of continuous and extended employment. A temporary employee appointed to a regular appointment without a break in service shall be credited with annual leave from original date of hire.
4. For the purpose of annual leave rate of accrual, credit shall be allowed and given to establish years of service using prior employment with Pima County for employees re-hired after the effective date of this policy, where there was a break in service of five (5) years or less or for reinstatement or reemployment, as defined in these Merit System Rules and Personnel Policies. This credit shall not apply to employees who have retired from the county and are re-hired. Employees who have retired will accrue annual leave at the rate of a new employee.

B. Rate of Accrual

An eligible employee, when in a pay status, shall accrue annual leave as follows:

1. An employee with fewer than three (3) years of service (established by anniversary date) shall accrue annual leave at the rate of 120 hours per year (not to exceed 4.65 hours per pay period).
2. An employee with three (3) to seven (7) years of service (established by anniversary date) shall accrue annual leave at the rate of 144 hours per year (not to exceed 5.55 hours per pay period).
3. An employee with seven (7) to ten (10) years of service (established by anniversary date) shall accrue annual leave at the rate of 168 hours per year (not to exceed 6.47 hours per pay period).
4. An employee with ten (10) to fifteen (15) years of service (established by anniversary date) shall accrue annual leave at the rate of 192 hours per year (not to exceed 7.39 hours per pay period).



5. An employee with more than fifteen (15) years of service (established by anniversary date) shall accrue annual leave at the rate of 216 hours per year (not to exceed 8.31 hours per pay period).
6. Annual leave shall accrue during any approved leave of absence with pay.
7. Annual leave shall not accrue during any leave of absence without pay or suspension without pay, i.e., employees must be in a pay status to accrue annual leave.

C. Annual Accumulation

1. An eligible employee may carry over, from one (1) consecutive twelve (12) month period (established by anniversary date) to the next, a maximum of three hundred twenty (320) hours of annual leave. If the employee has annual leave in excess of three hundred twenty (320) hours upon their subsequent anniversary date, annual leave hours in excess of three hundred twenty (320) hours will automatically be transferred to sick leave pursuant to 8-105 G.
2. The payout of unused sick leave hours as specified in 8-106 C.4 shall not be included in the calculation of the three hundred twenty (320) hours payoff limit specified in Personnel Policy 8-123.
3. New employees will accrue a total of 120 hours of annual leave in year one (1); however, forty (40) hours of annual leave will be front-loaded into their annual leave bank upon their initial date of hire. New employees will then begin accruing annual leave at a rate of 4.65 hours after the employee reaches the point in time when they would have accrued forty (40) hours of annual leave, or after seventeen (17) weeks of continuous full time employment.

D. Use of Annual Leave

1. Employees, with the exception of temporary employees, may use annual leave upon accrual. Employees who are on initial probation or trainees are only permitted to use annual leave in the first six (6) months of employment where they are meeting performance expectations and as approved by their Appointing Authority.
2. Annual leave accruals earned at the end of the current pay period are not available for use until the following pay period.

Employees receiving workers' compensation benefits who have exhausted all accrued leave balances may utilize annual leave accruals during the pay period earned.

3. Annual leave shall not be charged against an employee's accrued balance for an authorized holiday, which occurs while an employee is using annual leave.
4. All employees are encouraged to take a two-week vacation per year for the purpose of rest and recuperation.
5. An Appointing Authority may require that an employee postpone or change scheduled annual leave for good cause.
6. At the discretion of the Appointing Authority, an employee classified as Executive (E), Administrative (A), or Professional (P) may be required to use accrued annual leave for approved absences of less than a full work day when the Appointing Authority determines that voluntary partial day absences taken by the employee are excessive or have a negative impact on the operation of the department.
7. Employees eligible for overtime are required to use annual leave for approved absences of a full work day or less.
8. Use of annual leave for Family and Medical Leave Act (FMLA) reasons is provided for by administrative procedures which comply with the FMLA.

E. Leave Requests

Unless waived by the Appointing Authority, an employee shall submit a written request for approval of annual leave at least two (2) weeks in advance of the intended absence and indicate the dates and duration of the requested annual leave. The Appointing Authority or designee shall respond to such request within one (1) week of receipt.

F. Disposition of Accrued Leave

An employee who transfers from one County department to another shall retain any accumulated annual leave. An employee who changes from one employment type to another shall retain any accumulated annual leave and shall be eligible to use and/or accrue annual leave in accordance with their current employment type. However, if the employee has accumulated annual leave and changes to an employment type that does not accrue annual leave, the employee shall be paid out for no more than three hundred twenty (320) hours of their accumulated annual leave at the time of their transfer.

G. Transfer of Accrued Annual Leave Hours to Sick Leave

In order to prevent the loss of annual leave and supplement the accrual of sick leave, any amount of accrued annual leave hours in excess of three hundred

twenty (320) will automatically be transferred to sick leave on the employee's anniversary date, or when the employee changes to an employment type that does not accrue annual leave as described in 8-105 F.



# Board of Supervisors Memorandum

September 6, 2022

## Vacation and Sick Leave Proposal – Phase 1

### Background

Paid leave programs are an employer-provided benefit that help employees balance the needs of work with outside interests and obligations. The perceived value of such programs are an important factor in attracting candidates to an organization and retention of employees once hired. To progress our recruitment strategy and expand retention efforts, it is essential that we review and adjust current practices where we can. Current leave for the first year of employment in Pima County is 36 days of leave/288 hours per year:

Type of Leave	Days*
Annual Leave	12
Sick Leave	12
Holidays/Admin Days	12
Total Accrued at End of Year 1	36 Days or 288 Hours

\*Based on eight (8) hour workday

An eligible employee in active pay status currently accrues vacation ("annual") leave as follows:

Length of Service	Current Rate of Accrual
0-3 Years	3.7 Hours (12 days)
3-7 Years	4.65 Hours (15 days)
7-15 Years	5.5 Hours (18 days)
15+ Years	6.47 Hours (21 days)

Employees accrue sick leave at 3.7 hours per pay period/12 days annually; however, this rate of accrual does not increase over time.

To remain competitive in the job market, the following recommendations for changes to current leave policies are listed below. These recommendations will place Pima County over at least eight (8) of our comparator organizations. (Attachment)

- (1) Increase annual leave accruals by three (3) days/24 hours per year for each tier identified below.

Length of Service	Rate of Accrual
0-3 Years	4.65 Hours (15 days)
3-7 Years	5.5 Hours (18 days)
7-10 Years	6.47 Hours (21 days)
10-15 Years	7.39 Hours (24 days)
15+ Years	8.31 Hours (27 days)

- (2) Increase the cap on the amount of annual leave that can be carried over on an employee's anniversary date from 240 hours to 320 hours.
- (3) Discontinue requests for approval for an employee to retain annual leave in excess of 320 hours. Any excess over 320 hours on the employee's anniversary date in 2023, will roll over to sick leave.
- (4) Of the total 15 days (120 hours) of annual leave an employee can earn in year one (1), frontload five (5) of those days (40 hours) for new employees on their date of hire. New employees will then begin accruing at a rate of 4.65 hours after the employee reaches the point in time when they would have accrued five (5) days (40 hours) of leave (roughly pay period nine (9)).
- (5) Permit an eligible employee in the classified service to use annual leave from date of hire, while still within the first six (6) months of initial probation, where the probationary employee is meeting performance expectations and with supervisor approval.
- (6) Employees returning to County employment following a break in service of five (5) years or less are entitled to accrue annual leave based on their length of service with Pima County when they left. For example, for an employee who was an eleven (11) year employee and left County employment in 2018, upon their re-hire in 2022, that employee would accrue annual leave at 7.39 hours/24 days, with five (5) days (40 hours) of that leave frontloaded. The employee would then begin accumulating 7.39 hours when the employee reaches the point in time when they would have accrued five (5) days (40 hours) of leave (roughly pay period five (5)). Employees who have retired from the County and return to work (regardless of break in service), will accrue annual leave as a new hire, i.e. 4.65 hours/15 days per year, with five (5) days (40 hours) frontloaded.
- (7) Increase sick leave accruals by three (3) days/24 hours per year, for a total of 15 days/120 hours of sick leave.
- (8) Permit an eligible employee to use sick leave as it is accrued and lift the requirement to wait until the ninetieth (90<sup>th</sup>) calendar day of employment.

Require employees to take compensatory time by their anniversary date in 2023. Going forward require Departments to pay overtime rather than permitting employees to accrue compensatory time.

The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **Vacation and Sick Leave Proposal – Phase 1**  
September 6, 2022  
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Recommendation

I recommend approval of options 1 through 8 listed above and I further recommend that any changes described herein take place January 1, 2023, in order to permit time to reconfigure our current pay system. The proposed changes are not intended to be retroactive.

Additionally, it is recommended to address Paid Time Off (PTO) as part of a second phase of review. PTO is a more complex process and requires a determination of how to convert current vacation and sick leave balances to PTO and necessitates more communication and advance notice to employees. Therefore, it is ideal to assess a change to PTO at the time that the County moves to its new enterprise system, which is actively in the procurement stages.

Finally, staff will continue to review student loan repayment, pet insurance, childcare resources, and a "Winter Break" paid vacation benefit in Phase 2 of this assessment as well.

Sincerely,



Jan Leshner  
County Administrator

JKL/dym – August 24, 2022

Attachment

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco Garcia, Deputy County Administrator and Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Ellen Moulton, Director, Finance and Risk Management  
Cathy Bohland, Director, Human Resources

# ATTACHMENT

Organization	Annual Leave	Change in Rate of Annual Leave Accrual	Max Annual Leave Accrual	Sick Leave	Change in Rate of Sick Leave Accrual	Max Sick Leave Accrual	Annual Pay Period Schedule
Pima County	3.7 PP	4.65 PP (3-7) 5.55 PP (7-15) 6.47 PP (15+)	240	3.7 PP	N/A	No Accrual Cap- Pay out 50% 720-1920	26
University of Arizona*	6.77 PP (Appointed)  3.38 PP (Classified)	Classified  4.92 PP (3 <sup>rd</sup> and 4 <sup>th</sup> year of service)  6.77 PP after five years of continuous service	320	3.69 PP	N/A	None	26
State of Arizona	4.0 PP	5.53 PP (3-8) 6.46 PP (9+)	240	12 days per year	N/A	NONE- can carryover	26
Maricopa County, AZ	4.65 PP	5.55 PP( 3-6) 6.90 PP (6-10) 7.90 PP (10-15) 8.50 PP (15-19) 8.8 PP (19+)	228.8	3.07 PP (0-5)	4.46 PP( 6+)	None	26
City of Tucson, AZ	4.0 PP	4.5 PP (1-2 ) 5 PP (2-6) 6 PP (6-9 ) 6.46 PP (9-14) 7 PP (14-17) 8 PP (20+)	288	4.0 PP	N/A	None	26
Pima Community College (PCC)**	5.54 PP NE or 8 PP for EX	7.38 PP for non-exempt (5+ yrs) (No change for EX))	320	4.0 PP	N/A	1440	26 Pays OR 20/21 for 9 Month Faculty -
Pinal County, AZ (Accrual based on years in ASRS)	3.08 PP	4.62 PP (5 –10) 5.54 PP (10-15) 6.15 PP (15+)	360	4 .0 PP	N/A	104/LE ONLY may accrue up to 1000	26
Town of Marana, AZ	3.08 PP	4.62 PP (5-10) 6.15 PP(10+)	240	Bank of 112 hours for FT (all at once)	N/A	None	26



Town of Sahuarita	3.08 PP	Increase by 8 hours each year; 3.38 PP (1-2) 3.69 PP (2-3) 4 PP (3-4) 7.692 PP (15+ years of service) **increase by 0.31 rate each year until employee's anniversary date reaches 15 years.	200	3.07 PP	N/A	None	26
City of Phoenix, AZ	4 PP	5 PP (6-10) 5.5 PP (11-15) 6.5 PP (15-20) 7.5 PP (21+)	450	10 hours per month	N/A	None	26
Bernalillo County, NM	4 hours PP	5.2 PP (5-10) 6 PP (10-15) 6.8 PP (15-20) 8 PP (20+)	228.8	1 hr/every 20 worked Not accrued on OT	N/A	None	26
Town of Oro Valley, AZ	3.69 PP (NE) or 5.23 PP for Exempt staff	5.23 PP NE (6-10) 6.77 PP NE (11+) 6.77 PP E (6-20)	300	3.69 PP Ft 1.8462 pt prior to 7/1/17 1 per 30 hrs worked after 7/1/17	N/A	None for FT 40 for PT	26

\*University of Arizona observes an annual scheduled period of University Closure between the Christmas holiday and the New Year's holiday.

\*\*Pima Community College has recesses where the College offices and educational services are officially closed, which include Thanksgiving Recess, Winter Recess and Rodeo Days Recess. During Spring Break some services are reduced.