

RULE

Subject	Holidays and Other Paid Non-Duty Days	Number: 6HX14-2.26
Authority	F.S. 1001.64, 1001.65, 1006.53	Date: 10/27/2015
History	1/18/84, 3/27/91, 11/16/94, 8/16/00, 3/16/05	
Source	Human Resources	

For all 12 month employees hired on or before November 1, 2015, the following holidays and paid non-duty days shall be observed:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Veterans Day
Spring Break	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Winter Break

For all 12 month employees hired after November 1, 2015, the following holidays and paid non-duty days shall be observed:

New Year's Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve
Labor Day	Christmas Day

In addition, other days may be designated as holidays or non-duty days by the President of the College upon approval by the Board of Trustees.

In the event that a designated holiday falls on a Saturday, it shall be observed on the previous Friday. If the designated holiday falls on a Sunday, it will be observed on the following Monday.

Requests to observe religious holidays other than those identified above will be reasonably accommodated in accordance with College procedure. In its discretion the College may require an employee to work on scheduled holidays. In such cases, the employee shall receive another day off in lieu of the holiday with prior approval of the immediate supervisor.