

# RULE

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|------------------|--|------------------------------|
| <b>Subject</b>   | <b>Holidays and Other Paid Non-Duty Days</b>             | <b>Number:</b><br>6HX14-2.26 |
| <b>Authority</b> | F.S. 1001.64, 1001.65, 1006.53                           | <b>Date:</b> 02/25/2020      |
| <b>History</b>   | 1/18/84, 3/27/91, 11/16/94, 8/16/00, 3/16/05, 10/27/2015 |                              |
| <b>Source</b>    | Human Resources  |                              |

The following holidays and paid non-duty days shall be observed by the College:

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