
TITLE: DUTY-DAY CALENDAR

AUTHORITY:

Florida Statute 1001.02 (9)(d); 1001.64; 1001.65 (7)

POLICY:

The duty-day and non-duty-day calendars shall be as follows:

1. Duty-day calendars and the College calendar for the succeeding year will be presented by the District President to the District Board of Trustees for approval.
2. The following non-duty days will be observed at Edison State College and taken into account when setting out the duty-day and College calendars:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day

3. When one of the above non-duty days falls on Saturday, the preceding Friday will be used as a non-duty day; when it falls on Sunday, the succeeding Monday will be used as the non-duty day.
4. To complete the required duty-day calendars, certain non-duty days listed in 2 and 3 may be designated as duty days and observed as non-working holidays.