

## College Operating Procedures (COP)



**Procedure Title:** Holidays  
**Procedure Number:** 05-0503  
**Originating Department:** Office of Human Resources

**Specific Authority:**

Board Policy n/a  
Florida Statute

Florida Administrative Code Adopted: 4/23/92; 7/1/00; 11/3/04; 12/2/08; 02/16/10; 11/1/10;  
02/24/14

**Procedure Actions:**

**Purpose Statement:** To provide College employees with guidelines for federal holidays.

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**Guidelines:**

Florida SouthWestern State College observes most holidays. These holidays are designated and observed as either non-duty (unpaid) days or non-working duty days (paid). The following days listed below are observed as holidays at the College as outlined in the College Calendar.

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

- I. Holiday benefit pay for non-working duty days (paid) is equal to an employee's regular rate of pay.
- II. Part-time and non-exempt employees will be paid for hours worked and submitted on their time and attendance report. Regular part-time staff members will receive their regular base rate of pay for their normally scheduled hours when the College is closed on a designated duty day (unscheduled emergency closing), or a paid holiday. The supervisor must include the hours on the time card.
- III. Work performed during holiday will be paid in accordance with the College overtime and compensatory time procedures.
- IV. If a holiday occurs during a period of paid sick or vacation leave, the individual is not charged sick or vacation leave for that day.
- V. Holidays that occur on Saturday are observed on the preceding Friday and those that occur on Sunday are observed on the following Monday.