

**Florida SouthWestern State College District Board of Trustees
Agenda Item Summary**

Meeting Date: 2/4/2020

1. **Title:** Duty Day Calendar
2. **Action Requested/Purpose:** Requesting Board Approval of the 2020-2021 Duty Day Calendar
3. **Fiscal Impact:** ☐ Yes ☒ No ☐ N/A
4. **Funding Source:** Amount: \$

Administration Recommendation: The calendar has been reviewed and approved by the designated College administrators. The Administration recommends District Board of Trustees approval of the College Duty Day Calendar for 2020-2021.

5. Agenda Item Type:

- ☒ Action Item
☐ Consent Agenda
☐ Information Only
☐ Board Requested Information/Report

6. Requirement/Purpose (Include Citation)

- ☒ Statute **1001.02**
☐ Administrative Code
☒ Other **BOT Policy 6H6x:2.06**

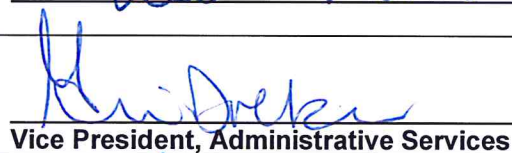
Background Information: In accordance with District Board of Trustees Policy 6H6x:2.06, the Duty Day Calendar is submitted for District Board of Trustees approval.

The College Faculty and staff duty day calendar is developed based on the academic calendar operating dates. The calendar provides for 166 duty days for teaching faculty and 208 duty days for library faculty in accordance with the Collective Negotiations Agreement, and 243 duty days for non-instructional staff.

Requested by:



Funding Verified by:


Vice President, Administrative Services

Approved for Agenda by:


President

Duty Day Calendar 2020-21

12 Month Staff

Jul-20						Jan-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
		1	2	H	<u>23</u>					H	<u>20</u>
6	7	8	9	10		4	5	6	7	8	
13	14	15	16	17		11	12	13	14	15	
20	21	22	23	24		N	19	20	21	22	
27	28	29	30	31		25	26	27	28	29	
Aug-20						Feb-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
3	4	5	6	7	<u>21</u>	1	2	3	4	5	<u>20</u>
10	11	12	13	14		8	9	10	11	12	
17	18	19	20	21		15	16	17	18	19	
24	25	26	27	28		22	23	24	25	26	
31											
Sep-20						Mar-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
	1	2	3	4	<u>22</u>	1	2	3	4	5	<u>18</u>
H	8	9	10	11		8	9	10	11	12	
14	15	16	17	18		N	N	N	N	N	
21	22	23	24	25		22	23	24	25	26	
28	29	30				29	30	31			
Oct-20						Apr-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>22</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>22</u>
			1	2					1	2	
5	6	7	8	9		5	6	7	8	9	
12	13	14	15	16		12	13	14	15	16	
19	20	21	22	23		19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
Nov-20						May-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
2	3	4	5	6	<u>19</u>	3	4	5	6	7	<u>20</u>
9	10	H	12	13		10	11	12	13	14	
16	17	18	19	20		17	18	19	20	21	
23	24	25	N	N		24	25	26	27	28	
30						N					
Dec-20						Jun-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
	1	2	3	4	<u>14</u>		1	2	3	4	<u>22</u>
7	8	9	10	11		7	8	9	10	11	
14	15	16	17	18		14	15	16	17	18	
N	N	N	N	N		21	22	23	24	25	
N	N	N	N			28	29	30			
					121						122

Total Duty Days = 243

(N) - Signifies a non-paid day the College is closed.

(H) - Signifies a paid holiday.

Duty Day Calendar 2020-21
Full Time Faculty - Fall 2020

<u>DUTY DAYS</u>						<u>CLASS DAYS</u>					
Aug-20						Aug-20					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
					<u>11</u>						<u>6</u>
17	18	19	20	21							
24	25	26	27	28		24	25	26	27	28	
31						31					
Sep-20						Sep-20					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>20</u>
	1	2	3	4	<u>21</u>		1	2	3	4	
N	8	9	10	11		NC	NC	9	10	11	
14	15	16	17	18		14	15	16	17	18	
21	22	23	24	25		21	22	23	24	25	
28	29	30				28	29	30			
Oct-20						Oct-20					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>22</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
			1	2					1	2	<u>22</u>
5	6	7	8	9		5	6	7	8	9	
12	13	14	15	16		12	13	14	15	16	
19	20	21	22	23		19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
Nov-20						Nov-20					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>21</u>
2	3	4	5	6	<u>18</u>	2	3	4	5	6	
9	10	N	12	13		9	10	NC	12	13	
16	17	18	19	20		16	17	18	19	20	
23	24	25	N	N		23	24	NC	NC	NC	
30						30					
Dec-20						Dec-20					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
	1	2	3	4	<u>14</u>		1	2	3	4	<u>9</u>
7	8	9	10	11		7	8	9	10	11	
14	15	16	17	18							
N	N	N	N	N							
N	N	N	N								
					86						

Total Duty Days = 166

(N) - Signifies a non-paid day the College is closed.

(NC)-Signifies no class for students.

(H) - Signifies a paid holiday.

Duty Day Calendar 2020-21 Full Time Faculty - Spring 2021											
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	<u>DUTY DAYS</u>					<u>CLASS DAYS</u>					
Jan-21						Jan-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
					<u>19</u>						<u>17</u>
4	5	6	7	8				6	7	8	
11	12	13	14	15		11	12	13	14	15	
N	19	20	21	22		NC	19	20	21	22	
25	26	27	28	29		25	26	27	28	29	
Feb-21						Feb-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
1	2	3	4	5	<u>20</u>	1	2	3	4	5	<u>20</u>
8	9	10	11	12		8	9	10	11	12	
15	16	17	18	19		15	16	17	18	19	
22	23	24	25	26		22	23	24	25	26	
Mar-21						Mar-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
1	2	3	4	5	<u>18</u>	1	2	3	4	5	<u>18</u>
8	9	10	11	12		8	9	10	11	12	
N	N	N	N	N		NC	NC	NC	NC	NC	
22	23	24	25	26		22	23	24	25	26	
29	30	31				29	30	31			
Apr-21						Apr-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>22</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	<u>22</u>
			1	2					1	2	
5	6	7	8	9		5	6	7	8	9	
12	13	14	15	16		12	13	14	15	16	
19	20	21	22	23		19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
May-21						May-21					
<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>	
3					<u>1</u>						<u>0</u>
					80						

Total Duty Days = 166

(N) - Signifies a non-paid day the College is closed.

(H) - Signifies a paid holiday.