

**District Board of Trustees Policy
(BOT)**



Policy Title: Duty-Day Calendar

Policy Number: 6Hx6:2.06

Specific Authority:

Florida Statute 1001.02(6)(d); 1001.64; 1001.65(7)
Florida Administrative Code

Policy Approved: 4/23/92; 11/25/97; 08/23/05; 02/18/09; 09/26/17

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 President to the District Board of Trustees for approval.
2. The following non-duty days will be observed at Florida SouthWestern 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 | Veteran's Day |
| Memorial Day | Thanksgiving Day |
| Independence Day | Friday after Thanksgiving 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.