

TITLE	Holidays, Spring Break, Winter Break, and Other Paid Non-Duty Days	NUMBER 6Hx-18-5.12
LEGAL AUTHORITY	1001.64 FS, 1001.65 FS, 6A-14.0247 FAC	PAGE 1 of 1
DATE ADOPTED/AMENDED	Formerly P009.00; Readopted 2/27/75; Amended 2/20/77, 11/21/84, 6/13/90, 6/19/01, 2/18/2020	

- 1) All employees will be granted holidays, spring break, winter break, and non-duty days that have been approved by the District Board of Trustees. Dates for the observance of these days shall be published on a fiscal year basis.

- 2) Twelve-month, full-time employees will be paid for holidays and non-duty days as follows:
 - a) Holidays which fall on a weekend are not observed and are unpaid;
 - b) Holidays will be paid at the rate of seven (7) hours per day for thirty-five (35) hour per week employees and eight (8) hours per day for forty (40) hour per week employees.

 - c) For a single day holiday or paid non-duty day, the employee must work or be in approved paid status for the full scheduled workday preceding and following the holiday;

 - d) For multiple day holidays and/or paid non-duty days, the employee must work or be in approved paid status for the five (5) scheduled workdays preceding and following multiple day holidays.

- 3) Twelve-month, full-time employees will be paid for spring break and winter break as follows:
 - a) Employees will be paid during the break period as if they had worked their scheduled shift on the dates included in the published break period based on their normal work schedule.
 - b) The employee must work or be in approved paid status for the five (5) scheduled workdays preceding and following multiple day holidays.

- 4) Employees required to work during holidays, spring break or winter break will be paid for time worked in accordance with the salary schedule.