

# MANUAL OF POLICY

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**POLICY NUMBER:** II-35 **PAGE** 1 of 2

**POLICY TITLE:** All Full-Time Personnel: Holiday & Recess Periods

**LEGAL AUTHORITY:** FLORIDA STATUTES 1001.64 AND 1001.02  
State Board of Education Rule 6A-10.019

**DATE OF LAST REVIEW** 6/21/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013, 7/11/2024  
and 9/17/2024

**DATE OF BOARD ACTION:** 5/24/1982, 5/31/1983, 8/24/1984, 7/23/1985, 6/24/1986, 3/24/1987,  
4/29/1988, 6/20/1990, 3/27/1991, 6/18/1992, 6/15/1993, 5/17/1994,  
7/18/1995, 6/11/1996, 6/17/1997, 6/18/1998, 9/21/1999, 7/19/2001,  
9/21/2004, 6/19/2007, 7/21/2009 and 9/17/2024

Full-time professional exempt contractual (PEC), professional exempt non-contractual (PENC) and support non-exempt (SNE) personnel assigned the regular workweek, Monday through Friday, shall observe the holidays and recess period(s) as adopted by the District Board of Trustees. See Procedure 2750: All Full-Time Personnel Calendar.

The following specific days shall be observed as paid holiday/recess time:

- New Years Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Spring Break
- Spring Recess Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Holiday
- Friday after Thanksgiving
- Christmas Day

Full-time PEC, PENC and SNE personnel, assigned to an alternate work schedule which routinely includes Saturday and/or Sunday work assignments will receive the exact number of holidays and/or recess period(s) authorized for personnel assigned to the regular workweek. See Procedure 2828: Workday-Workweek (College Personnel) Shift Differential (Staff/Non-Contractual).

	9/17/2024
<b>CHAIRMAN</b>	<b>DATE</b>