

# MANUAL OF PROCEDURES

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**PROCEDURE NUMBER:** 2750

**PROCEDURE TITLE:** All Full-time Personnel: Calendar 2009-2010

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.02, 1001.64(3) (6) AND (18)  
STATE BOARD OF EDUCATION RULE 6A-14.0247(6), 6A-14.0262(7)

**BASED ON POLICY:** II-35 Full-Time Administrative/Contractual and Staff/Non-Contractual Personnel: Holiday & Recess Periods

**EFFECTIVE DATE:** July 1, 2009

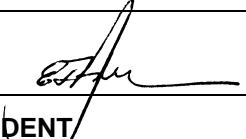
**LAST REVISION DATE:** 07/01/09; 07/01/08

**LAST REVIEW DATE:** 07/01/09; 07/07/08

All full-time faculty, professional exempt contractual (PEC), professional exempt non-contractual (PENC), and support non-exempt (SNE) personnel shall observe the specific holidays and recess period(s) for the academic/fiscal 2009-2010 calendars as follows:

<u>DATE</u>	<u>HOLIDAYS/RECESS PERIOD</u>
July 3, 2009	Observance of Independence Day for non-instructional personnel
July 3-5, 2009	Observance of Independence Day for instructional personnel
August 20, 2009	Contract beginning date for instructional personnel
September 5-7, 2009	Observance of Labor Day for instructional personnel
September 7, 2009	Observance of Labor Day for non-instructional personnel
November 11, 2009	Observance of Veterans Day for instructional and non-instructional personnel
November 26-29, 2009	Observance of Thanksgiving Holiday for instructional personnel
November 26-27, 2009	Observance of Thanksgiving Holiday for non-instructional personnel
December 21, 2009- January 1, 2010	College Winter Recess for instructional personnel
December 21-24; 28; 31, 2009	College Winter Recess for non-instructional personnel

December 25, 2009	Observance of Christmas Day non-instructional personnel
January 1, 2010	Observance of New Year's Day non-instructional personnel
January 16-18, 2010	Observance of Martin Luther King, Jr. Birthday for instructional personnel
January 18, 2010	Observance of Martin Luther King, Jr. Birthday for non-instructional personnel
February 13-15, 2010	Observance of Presidents Day Birthday for instructional personnel
February 15, 2010	Observance of Presidents Day Birthday for non-instructional personnel
April 2-4, 2010	Spring Recess for instructional personnel
April 2, 2010	Spring Recess Day for non-instructional personnel
May 3-7, 2010	Semester Break for instructional personnel
May 29-31, 2010	Observance of Memorial Day for instructional personnel
May 31, 2010	Observance of Memorial Day for non-instructional personnel
June 18, 2010	Last day of the Basic Year Contract working Summer Session A (196 days) for instructional personnel
July 5, 2010	Observance of Independence Day for non-instructional personnel
July 3-5, 2010	Observance of Independence Day for instructional personnel
July 30, 2010	Last day of the Basic Year Contract working Summer Session B (196 days) for instructional personnel
August 18, 2010	Last day of Flexible (196 days) and Extended Year Contracts (214 days) for instructional personnel

	7/21/09
<b>PRESIDENT</b>	<b>DATE</b>