

MANUAL OF PROCEDURES

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PROCEDURE NUMBER: 2750

PROCEDURE TITLE: All Full-time Personnel: Calendar 2024-2025

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 Personnel: Holiday & Recess Periods

EFFECTIVE DATE: July 1, 2020

LAST REVISION DATE: August 29, 2023, July 10, 2024, February 19, 2025

LAST REVIEW DATE: February 19, 2025

All full-time faculty, professional exempt contractual (PEC), professional exempt non-contractual (PNC), and support non-exempt (SNE) personnel shall observe the specific holidays and recess period(s) for the academic/fiscal 2024-2025 calendars as follows:


DATE	HOLIDAYS/RECESS PERIOD
July 4, 2024	Observance of Independence Day for instructional and non-instructional personnel.
July 27, 2024	Last day of 2023-2024 Basic Year Contract (192 days) working Summer Session B
August 20, 2024	Last day of 2023-2024 Academic Year for instructional personnel
August 21, 2024	Contract beginning date for 2024-2025 Academic Year instructional personnel.
August 31 - September 2, 2024	Observance of Labor Day for instructional personnel.
September 2, 2024	Observance of Labor Day for non-instructional personnel.
November 9-11, 2024	Observance of Veterans Day for instructional personnel.
November 11, 2024	Observance of Veterans Day for non-instructional personnel.
November 28 -December 1, 2024	Observance of Thanksgiving Holiday for instructional personnel
November 28-29, 2024	Observance of Thanksgiving Holiday for non-instructional personnel.

December 19-24, 2024	College Winter Recess for instructional personnel.
December 23-24, 2024	College Winter Recess for non-instructional personnel.
December 25, 2024	Observance of Christmas Day Holiday.
December 26-31, 2024	College Winter Recess for instructional and non-instructional personnel.
January 1, 2025	Observance of New Year’s Day Holiday.
January 2-3, 2025	College Winter Recess for instructional and non-instructional personnel.
January 18-20, 2025	Observance of Martin Luther King, Jr. Birthday for instructional personnel.
January 20, 2025	Observance of Martin Luther King, Jr. Birthday for non-instructional personnel.
February 15-17, 2025	Observance of Presidents’ Day for instructional personnel.
February 17, 2025	Observance of Presidents’ Day for non-instructional personnel.
March 24-30, 2025	Spring Break for instructional and non-instructional personnel.
April 18-20, 2025	Spring Holiday for instructional personnel.
April 18, 2025	Spring Holiday for non-instructional personnel.
May 5-9, 2025	Semester Break for instructional personnel.
May 24-26, 2025	Observance of Memorial Day for instructional personnel.
May 26, 2025	Observance of Memorial Day for non-instructional personnel.
June 21, 2025	Last day of the 2024-2025 Basic Year Contract working Summer Session A (191 days) for instructional personnel.
July 4, 2025	Observance of Independence Day for instructional and non-instructional personnel.

August 2, 2025 Last day of the 2024-2025 Basic Year Contract (191 days) working Summer Session B for instructional personnel.

August 4-20, 2025 Semester Break for instructional personnel.

August 20, 2025 Last day of 2024-2025 Academic Year Flexible Contract (191 days) for instructional personnel.

	02/19/2025
PRESIDENT	DATE