

BOARD MEETING DATE: APRIL 21, 2026  
ITEM NO: IX - a

**RECOMMEND THAT** the Board approve, the following non substantive change to the Policy Manual:

1. 4.60 – Duty Day Calendar and Holidays (See Policy)

**THIS RECOMMENDATION** will update College Policy and provide verification that Policy consistency is maintained.

## NORTH FLORIDA COLLEGE POLICY MANUAL

**Title:**            **Duty Day Calendar and Holidays**            **Number:**    4.60

**Authority:**       Florida Statute 1001.64  
                      SBE Administrative Rule 6A-14.0287

**Date Adopted:**    1998  
**Date Revised:**    February 17, 2004 and March 16, 2004

**OPR:**             Employee Services

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### **POLICY:**

North Florida College will grant paid holiday time off to full-time and regular part-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

The College campus will be closed on Fridays starting the week after graduation and ending as determined in the Duty Day calendar. Non Faculty employees will continue to work the required 37.5 hours per week, but hours will be condensed into four (4) days (Monday – Thursday).

Duty-day calendars for the succeeding year (to include summer hours) will be presented by the President to the Board for approval of the Board, along with the College Calendar.

~~The following holidays will be observed by North Florida College:~~

~~Martin Luther King Jr. Birthday  
Presidents' Day  
Spring Break  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day and Friday after Thanksgiving  
Winter Break~~