



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: DEFINITION OF A WORK YEAR	Number: 6.23	Page: 1 of 1
See Procedures: [<input type="checkbox"/>] Yes [<input checked="" type="checkbox"/>] No		
Legal Authority: Florida Statutes 1001.64 FAC 6A-10.019	Board Adoption/Revision Approval Dates: 6/16/99, 6/27/00, 10/22/02, 10/25/05	

The work year for all employees is defined as concurrent with the College's fiscal year that begins at 12:01 a.m. on July 1 and ends at midnight on June 30 of the following year.

The work year includes all weekdays from and including January 1 through December 31. Of the total work days, the following are classified as paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Spring Break
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving and the day after
- Christmas and the day before
- All weekdays falling between Christmas Day and New Year's Day

(The college calendar, as adopted by the District Board of Trustees, may identify additional days as non-working days.)

For the purpose of calculating daily rates for Administrative, Professional and Career Service employees, the work year for a full-time employee is defined as 260 days.

The work year for employees assigned to the Appleton Museum of Art is defined as 260 days of which the number of paid non-working days will be the equivalent of all other full-time employees. Employees assigned to the museum will work individually assigned annual schedules to facilitate museum operations.

When a holiday falls on a weekend, the college calendar may be adjusted to provide employees with another non-working day.

College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, marital status, national origin, genetic information, veteran status or disability status and any other factors prohibited under applicable federal, state, and local civil rights laws and regulations in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this policy statement, the college will not tolerate such conduct. The Title IX Coordinator has been designated to handle inquiries regarding nondiscrimination policies and can be contacted at the Ocala Campus, 3001 S.W. College Road, at 352-291-4410 or Compliance@cf.edu.