



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> DEFINITION OF A WORK YEAR	<b>Number:</b> 6.23	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64 FAC: 6A-10.019, 6A-14.0261	<b>Board Adoption/Revision Approval Dates:</b> 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.