

DUTY CALENDAR

Full-time instructors, librarians, and counselors employed on a nine-month contract shall work 175 days, those days to be specified by the college. Those employed full-time for the Summer Term shall work a minimum of 54 days. Full-time instructors, librarians, and counselors that work a full nine month and a full summer contract shall work a total of 229 days. All other full-time employees shall work a total of 260 days.

The College observes official holidays (New Year's Day, Martin Luther King's/Robert E. Lee's Birthday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day). Five additional days may be designated by the President for inclusion in the College Calendar. The 245 days that the College is officially open are duty days for all full-time non-instructional personnel. The duty calendar must be submitted by the President to the Chancellor for approval. (*Appendix SS*)