

**CHANCELLOR'S PROCEDURE FOR POLICY
608.02: Work Schedules, Duty Days, and Holidays**

1. Employees shall be allowed the following official holidays on which days the institutions shall be closed:

New Year's Day
Martin Luther King/Robert E. Lee Birthday
National Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day

2. In addition, the President of each institution shall designate five other days on which the institution will be closed in the official, approved calendar of the institution.
3. The normal work week for full-time, non-instructional personnel employed by System institutions is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full time, non-instructional employees of each institution.
4. The normal work week of a full-time instructor, librarian, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks. This does not mean that each instructor is to be on duty seven hours per day, but it does mean that each instructor is to have a regular schedule of instruction, office hours, advising, planning, and institutional duties.
5. Full-time instructors, librarians, and counselors employed on an academic year contract (fall and spring semesters) shall work the number of instructional and non-instructional days as indicated the college. Full-time instructors, librarians, and counselors employed on a twelve-month contract shall work the number of instructional and non-instructional days as indicated by the college. Those employed full-time for the summer shall work the number of instructional and non-instructional days as indicated by the college.