

SECTION: Personnel Policies and Procedures / Employment Work Schedule  
SUBJECT: Duty Calendar/Work Schedule  
SOURCE REFERENCE: Board of Trustees Policies 608.02, 723.01

NUMBER: F/4.1

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## Work Schedule, Duty Days, Holidays

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

New Year's Day  
Martin Luther King's/Robert E. Lee's Birthday  
Memorial Day  
Independence Day  
Juneteenth (GSCC local holiday)  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve  
Christmas Day

2. Five additional days (local days) shall be designated for inclusion in the College Calendar in which the college will be closed.

3. The normal workweek for full-time, non-instructional personnel employed by Gadsden State is 40 (forty) hours, exclusive of lunch. Days that the college is officially open are duty days for full-time, non-instructional employees.

4. The normal workweek for full-time instructors, librarians, or counselors 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 by 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 indicate 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.