

## ARTICLE 23 ACADEMIC CALENDAR AND HOLIDAYS

**23.1 Calendar:** The calendar shall be negotiated as a part of this agreement.

**23.2 Flexible Calendar:** Of the 175 contract days, the number of instructional days and the number of Flexible Calendar days may vary according to the constraints of state mandates, however, there will be no more than seven (7) Flexible Calendar days with no more than two (2) required days and no more than five (5) optional days. The distribution of the instructional and Flexible Calendar days may also vary from semester to semester and year-to-year to meet state mandates. The seven (7) days will be divided as follows:

23.2.1 Two (2) required days, one of which will be at the beginning of each semester for "all District/school/department/division/area" activities as provided by Title 5 and AB 1726. New contract faculty are required to attend a staff orientation day during the first year of employment (will count as one optional flex day).

23.2.2 Five (5) optional flexible days for on-campus or off-campus activities as specified in individual contracts with written approval of the Dean. The activities will be based on FlexCal criteria as identified in Title 5.

23.2.3 Participation at commencement shall count for four optional flex hours.

23.2.4 The number of hours that comprise a non-instructional day for regular faculty will be six (6).

23.2.5 Adjunct FlexCal: Adjunct faculty are not required to complete any Flexible Calendar hours or activities. However, the college encourages the participation of all faculty in campus dialogues and professional development activities, and will compensate adjunct faculty for their participation as follows:

- A. Each adjunct faculty member shall be eligible for up to six (6) hours of Category 3 pay in each semester of employment, for participation in any combination of: campus-sponsored Flex activities (on campus or online), department meetings, and division meetings, completed within the respective semester.
- B. Each adjunct faculty member shall, in addition, be eligible for 3 hours of Category 3 pay per .20 FTE of load assignment, per semester, for participation in any combination of the activities outlined in part A, or for non-SCC professional development activities pre-approved for Flex credit by the supervising dean.

Examples:

- An adjunct instructor with a .40 FTE assignment in a given semester would be eligible, in that semester, for 6 hours of campus-sponsored Flex activities and/or meetings per Part A, plus an additional 6 hours for use in on- and/or off-campus Flex-eligible activities per Part B.
  - An instructor with a .10 FTE assignment in a given semester would be eligible, in that semester, for 6 hours of campus-sponsored Flex activities and/or meetings per Part A, plus an additional 1.5 hours for use in on- and/or off-campus Flex-eligible activities per Part B.
- C. All adjunct Flex hours will be paid at the end of the semester, upon the timely submission of Flex forms signed by the supervising dean.

**23.3 Flexible Time Activities:** Each regular faculty member will sign an agreement indicating the flexible activities and/or project and dates that he/she will perform to meet the flexible time requirement in 23.2.2. A copy of the agreement will be submitted to the immediate supervisor no later than November 1 for the fall semester and may be updated no later than March 1 for the spring semester. If a full-time faculty member elects to do an individual project, a time line including specific dates for the project completion and agreed upon documentation of the project will be included in the agreement. Activities may include specific in-service days and/or individual faculty projects as designated in 23.2.2 and may be completed anytime from July 1 through June 30 of a given year. Documentation of attendance on in-service days and of individual faculty projects must be completed no later than June 30 of a given year. Regular faculty not completing the flexible activities can use appropriate leave for each full day of missed activities. Partial days that are missed will result in proportionate deductions of the above leaves in proportion to time missed. When flexible activities cannot be completed as originally planned, the District and faculty member will determine an appropriate substitute activity.

**23.4 Observance of Holidays:** Holidays shall be observed on the dates established by law and by Governing Board designation. If a designated holiday falls on a Saturday, the Friday preceding said day shall be considered the legal holiday. If a designated holiday falls on Sunday, the Monday following said day shall be considered the legal holiday. The District will observe the following holidays (non-instructional days):

- Labor Day
- Veteran’s Day
- \*Day before Thanksgiving Day
- Thanksgiving Day
- Friday immediately following Thanksgiving Day
- Christmas Day
- New Year’s Day

- Martin Luther King Jr. Day
- Abraham Lincoln’s Birthday
- President’s Day
- Memorial Day
- Independence Day

If Easter falls before April 15<sup>th</sup>, Spring Break will be scheduled after Easter. If Easter falls on April 15<sup>th</sup> or later, Spring break will be scheduled before Easter. In no case, however, shall Spring break be scheduled within four weeks of final exams.

\* To meet state mandates in some years, the Wednesday before Thanksgiving may be scheduled as an optional flex day.