

**NON-WORK PERIOD FOR FEWER THAN TWELVE MONTH CLASSIFIED POSITIONS**

The non-work period for classified unit positions established with a work year of fewer than twelve months is to be scheduled as follows.

- 1. In full calendar months if possible.
- 2. If scheduled for less than a full-calendar month, the non-work period may be scheduled for consecutive or non-consecutive weeks.

A week is the minimum non-work period that may be scheduled. It is defined as a full work week based on the position's regular work schedule.

Non-work periods which are not a full calendar month are to be scheduled based on the following equivalents:

.5 month	=	2 weeks
1.0 month	=	4 weeks
1.5 months	=	6 weeks
2.0 months	=	9 weeks
2.5 months	=	11 weeks
3.0 months	=	13 weeks

- 3. Non-work periods must be full or half-months, or stated another way, the work year shall be established as follows:

- 11.5 months
- 11.0 months
- 10.5 months
- 9.5 months
- 9.0 months

Nine months shall be the minimum work year for classified service positions (39 weeks or 195 days, including holidays).

- 4. The paid work year includes vacation days and holidays. Holidays during the Christmas recess period if the position is in a paid status preceding the period require payment. Non-work periods shall not be scheduled to avoid payment for holidays.
- 5. A partial week may be scheduled only if it precedes or follows a full calendar month specified above or if needed to schedule five days consecutively for a one-week period of a split non-work period.
- 6. Positions for instructional-related assignments for a nine-month work year will be scheduled to work on the days of instruction during the fall and spring semesters as established by the annual academic calendar.