

**TALLAHASSEE COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES  
P O L I C Y**

<b>TITLE:</b> Work Week	<b>NUMBER:</b> 04-03
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261 Fair Labor Standards	<b>SEE ALSO:</b>
<b>DATE ADOPTED:</b> 12/01/97; Revised 05/15/00, 02/17/03, 11/22/10	

All employees, unless absent for approved purposes, are required to perform their assigned duties during the designated workdays of the College. The President shall establish a standard work week for all personnel predicated on the needs of the College. In accordance with the academic calendar adopted by the Board, the President may authorize seasonal departures from the standard workday/work week.