

Davis Technical College: Academic Calendar Policy

Effective Date: 28 March 2024

1. Purpose

To establish the guidelines for the annual establishment of the academic calendar for Davis Technical College (College).

2. References

- 2.1. Utah System of Higher Education Policy R821 3.2.1, Paid Holidays
- 2.2. Utah Code Title 53B, Chapter 2, Part 106 Duties, and responsibilities of the president of an institution of higher education- Approval by board of trustees
- 2.3. Utah Code Title 63G, Chapter 1, Part 301, Legal Holidays
- 2.4. Davis Technical College Employee Hours of Work Policy
- 2.5. Davis Technical College Overtime Pay, Overload Assignments, and Compensatory Time Policy

3. Definitions

3.1. Standard Holidays - The following 11 (eleven) named days are considered the standard holidays for the College academic calendar.

- 3.1.1. January 1, called New Year's Day
- 3.1.2. the third Monday of January, called Dr. Martin Luther King, Jr. Day
- 3.1.3. the third Monday of February, called Presidents' Day (officially Washington's Birthday)
- 3.1.4. the last Monday of May, called Memorial Day
- 3.1.5. The Juneteenth National Freedom Day holiday is on June 19, if that day is on a Monday.
 - 3.1.5.1. If June 19 is on a Tuesday, Wednesday, Thursday, or Friday, the Juneteenth National Freedom Day holiday is on the immediately preceding Monday
 - 3.1.5.2. If June 19 is on a Saturday or Sunday, the Juneteenth National Freedom Day holiday is on the immediately following Monday
- 3.1.6. July 4, called Independence Day
- 3.1.7. July 24, called Pioneer Day
- 3.1.8. the first Monday of September, called Labor Day
- 3.1.9. fourth Thursday and Friday of November, called Thanksgiving.
- 3.1.10. December 25, called Christmas
- 3.1.11. College holidays that occur on the Saturday after the holiday will be observed on the preceding Friday. Holidays that occur on the Sunday before the holiday will be observed on the following Monday.

3.2. Additional Holidays – Days designated as holidays by the College that are considered variable each year.

3.3. Core Services – Core services of the College include Student Services, Financial Aid, Advising Services, Recruiting, Testing & Assessment, Bookstore, Print Center, IT Support Services, and Campus Security.

3.4. No Service Days - No Service Days are when no core services are available to the public and employees in core service departments will follow their Friday hours schedule.

3.5. Employee Workdays – Dates set aside on the academic calendar where no instructional services are provided and where full-time faculty and staff are scheduled to work. These are used for employee development, training, and other events.

3.5.1. A maximum of four (4) of these employee workdays will be designated as no service days.

3.5.1.1. Appropriate activities for no service days include institutional and full division meetings, campus safety training, and campus wide tour days for large groups.

4. General Principles

4.1. In order to stabilize the College calendar and to generate consistent numbers of instructional and enrollment days the calendar will be based upon the following:

4.1.1. A minimum of two-hundred-thirty-five (235) student contact days

4.1.2. A maximum of two-hundred-thirty-nine (239) student contact days

4.1.3. A minimum of sixteen (16) holidays

4.1.4. A minimum of eight (8) employee workdays (no student, workdays)

4.1.5. The calendar will be finalized no later than the second Friday of December for the following academic year.

4.1.6. Alignment with local school district calendars regarding holidays and other breaks will be considered, but not required for the College.

4.1.7. Changes to the adopted calendar may be made after careful consideration and if the established minimums are met.

4.2. Calendar Committee

4.2.1. The College Calendar Committee will be comprised of the College President's Council.

4.3. Board of Trustees Oversight

4.3.1. The **Board** of Trustees delegates the authority to establish the annual academic calendar to the Calendar Committee so far as the minimum guidelines in the general principles are met.

5. Approvals and Notes

Board Approval: 28 March 2024

President's Council Approval: 18 March 2024