I. Purpose/Introduction/Rationale

Fox Day is that day of the calendar year (usually in the Spring) when the President of Rollins College provides an unannounced "day off" to faculty, staff and students. Fox Day is not a scheduled holiday; it is a tradition begun in 1956 to provide a "gift of leisure" to the College community.

II. Eligibility

This policy covers all regular benefit eligible employees at the College. Employees hired for temporary assignments are not eligible for this benefit.

III. Procedure or Application

A. The intent is for all staff to be able to enjoy the "gift of leisure" represented by Fox Day. Because of its unscheduled nature, there will be circumstances where some members of the staff will be required to work on Fox Day. However, each supervisor is urged to be as lenient as possible in this respect.

B. Supervisory approval for absence on Fox Day is mandatory. Those who report to work on Fox Day may, with supervisory approval, take the remainder of the day off. Those having knowledge of Fox Day prior to regular starting hours are not required to report to work provided that previous arrangements have been made with their supervisor.

C. Staff who must work on Fox Day will be provided with one day of compensatory time off at a later date upon agreement with their supervisor. Holiday premium pay rules do not apply to those who are required to work on Fox Day.

D. Those regular staff scheduled to take PTO on the day that Fox Day occurs will receive closure pay for the day and will not be charged for PTO. Regular full-time staff who are not scheduled to work on the day that Fox Day occurs will be provided with one day of compensatory time off at a later date upon agreement with their supervisor.

IV. Related Policies or Applicable Publications

N/A

V. Appendices/Supplemental Materials

N/A

VI. Rationale for Revision

N/A