

Eastern Florida State College

Full-Time Employee Benefits Summary

Direct Deposit

(Procedure 304.1)

Employees are required to set up Direct Deposit or a Cash Pay account in order for the College to securely deposit payroll checks into each

Tax-sheltered Annuity Programs and Income Protection Plans are available with various College-approved companies through payroll deduction.

Closures and Holidays observed by EFSC

(Procedure 304.5)

Martin Luther King Day (third Monday in January)

Spring Break (as designated by the College Academic Calendar)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Veterans Day (November 11)

Thanksgiving (fourth Thursday & Friday in November and other days that may be designated by the College Academic Calendar)

Winter Break (December 24 through January 1 and other days that may be designated by the College Academic Calendar)

Childbirth/Adoption Leave

(Procedure 305.4)

This benefit is provided to full-time employees for up to six months for a birth or an adoption. The employee must submit a leave request 30 calendar days prior to the expected start of the leave time.

Court Duty/Jury Duty Leave

(Procedure 305.5)

Full-time employees called to serve on a jury panel or subpoenaed as a witness in a College-related case may be granted leave of absence with pay.

