

COMPENSATION AND BENEFITS  
VACATIONS AND HOLIDAYS

DED  
(REGULATION)

NON-DUTY DAYS  
FOR 12 MONTH  
EMPLOYEES

Employees assigned to positions normally requiring 12 months or a minimum of 226 days of service shall be granted non-duty days. A request for non-duty day(s) is to be submitted to the immediate supervisor for approval at least three (3) days prior to using each non-duty day requested. Individual employees are responsible for maintaining their own record of non-duty days.

Any employee who works less than the designated duty days will be paid only for the days worked unless the absence is charged to earned personal leave, jury duty or military leave. The daily rate will be used when an employee's salary must be docked. The actual possible total number of duty days will vary from year to year due to holidays. The total number of non-duty days will also vary from year to year and will be granted each school year (July 1 to June 30).

An employee may request to carry over non-duty days no later than May 31<sup>st</sup> of the current school year. A maximum of five (5) non-duty days may be carried over to the upcoming school year for employees working a standard 12 month contract or working 226+ days. All requests to carry over non-duty days require an approved form by the employee, immediate supervisor, and assistant superintendent. Completed forms must be submitted to the Department of Human Resources Absence Management.

NON-DUTY DAYS  
FOR EMPLOYEES  
ASSIGNED TO A  
CAMPUS

Non-duty days may not be taken by any professional contracted employee assigned to a campus (i.e. principals, assistant principals, coaches, nurses, etc.) when students are in regular session or when the employee is scheduled for District or campus in-service/workdays without prior written approval from the Superintendent, or designee.

Approved:  
Jose Espinoza, Ed. D. Superintendent  
November 4, 2020

Board Committee Review:  
November 9, 2020