

EMPLOYMENT PRACTICES
EDUCATOR TERM CONTRACTS

DCB
(REGULATION)

NONDUTY DAYS
FOR 12-MONTH
EMPLOYEES

~~Twelve-month employees on the daily pay schedule and the teacher salary schedule shall be~~ **WHO ARE** assigned either 221 or 227 days of duty each year. The Superintendent shall determine the number of duty days for each employee each year. ~~The official calendar as approved by the Board will normally include more than 235 possible days of duty per year. The actual possible total number of duty days will vary from year to year due to holidays.~~

Nonduty days will be governed by the following provisions:

1. At the beginning of each year (July 1), employees will be informed of the number of workdays as shown in the official 12-month school calendar. For example: If the ~~official 12-month school~~ **APPROVED** calendar, ~~July 1 - June 30~~, lists 238 possible working days, not counting days designated as holidays, the difference between the number of workdays ~~on the official school calendar~~ and the number of designated duty days for the employee determines the number of nonduty days for the year (July 1 - June 30). These days may be taken at the discretion of the employee, subject to the approval of the department head. [Example: 238 (possible workdays) - 221 (designated duty days) = 17 (available nonduty days).]
2. Final settlement with employees who resign during the year will be made on the basis of **YEAR-TO-DATE** payment of salary ~~for~~ **AND** the number of days actually worked during that year.
3. On July 1 of any given year, ~~any~~ unused nonduty days from the previous school year ending June 30 may be carried forward but must be used before December 31 of the same calendar year. **DAILY EMPLOYEES WHOM HAVE NOT USED THE FORWARDED NONDUTY DAYS BY DECEMBER 31 WILL LOSE THE FOREWARDED DAYS.** ~~Those days which have been carried forward that have not been used by December 31 will be lost.~~

Professional personnel on the daily pay schedule who occupy positions determined to be critical to the effective and efficient operation of the District, may carry forward and accumulate nonduty days. The determination as to what constitutes a critical position and the approval to carry forward and accumulate nonduty days, will be made by the Superintendent.

Employees will be compensated for approved accumulated nonduty days at the time they retire or resign.

4. When an employee retires, any nonduty days not used during the last year of active duty will be compensated at the ~~ap-~~

~~proved daily rate. at the time of the employee's retirement.~~
The daily rate for employees is determined by dividing the annual salary by the number of designated duty days. The daily rate is also used when an employee's salary is docked.

5. ~~Principals, directors, assistant superintendents, and associate superintendents~~ **SUPERVISORS** will maintain a record of the ~~number of~~ nonduty days **BALANCES FOR** available and used by each employee under their supervision. Individual employees are also responsible for maintaining their own record of nonduty days. An absence certificate is to be filed for each nonduty day used. Any employee who works less than the designated number of duty days will be paid only for the days worked unless the absence is charged to earned sick leave, jury duty, or military leave. Pay records will be used to audit the number of nonduty days used.
6. Employees will be allowed to take only 15 school calendar days of nonduty at one time. Under extenuating circumstances, an exception may be made with the approval of the administrator responsible for maintaining the employee's record.