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**NON-DUTY DAYS**

The number of non-duty days varies according to the number of workdays assigned each year. District employees whose work calendars include non-duty days may take non-duty days at any time during the year with supervisor approval. A supervisor may require an employee to use his or her available non-duty days prior to allowing the employee to be docked for an absence. Unlike vacation days, non-duty days are not earned. However, if an employee resigns or is terminated prior to completion of the assigned workdays, the employee's pay will be reduced for any non-duty days taken.

**CARRYOVER DAYS**

All non-duty days accumulated prior to September 1 must be taken no later than the following January 31. Carryover days must be approved by the supervisor. If they are not used by January 31, they will be lost unless the Superintendent approves an extension due to extenuating circumstances where work demands prevented an employee from being able to use the carryover days prior to January 31. Records of non-duty days and when they are taken by the employee must be maintained by the supervisor.

**HOLIDAYS**

Hourly workers are eligible for overtime wages at a rate of time and one-half for the following holidays:

1. Thanksgiving Day
2. Christmas Day
3. New Year's Day
4. Easter

With the approval of his or her supervisor, an employee may be paid overtime wages if he or she is required to work on a day that the employee has requested to be absent from duty in order to practice a religious observance. The religious holy day must have been requested at least a week prior to the absences.