

The number of non-work days varies according to the number of workdays assigned each year. Employees with assigned workdays of 230, 226 and designated employees working 220 days will be allocated non-workdays as specified on the Employee Report/End Date Schedule approved by the Board of Trustees each school year. Non-workdays are unpaid and do not accumulate. Upon separation of employment, an employee receiving non-workdays is not compensated for any unused non-workdays.

1. Request for supervisor approval must occur at least two business days prior to the use of a non-workday.

**NOTE:** **Request for approval may occur via email.**

2. The use of non-workdays shall not exceed five consecutive days during the instructional school year for employees holding an instructional leadership position.
3. The employee is responsible for recording the absence in the employee management system and, if applicable, timesheet and/or time and attendance system.