



Cedar Hill Independent School District

DATE: January 15, 2021
TO: All 12 Month Professional and Paraprofessional Staff
FROM: Dr. Violet Dean, Assistant Superintendent Human Resources
RE: Non-Duty Days

Professional and paraprofessional staff employed on a 12-month assignment have flexible unpaid leave days outside of the District's defined annual holiday schedule. These days are termed "non-duty" days. The District determines the number of non-duty days prior to July 1 each year.

Non-duty days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. An employee shall be required to obtain advance approval from his or her supervisor before taking non-duty days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of non-duty schedules.

An employee may carry-over no more than 5 non-duty days to the next duty year. All carryover non-duty days must be used by the end of June of the carry-over duty year.

Our records indicate that a number of employees have non-duty days from previous years (years prior to the 2020-2021 school year) in their available leave balance. The district will allow employees to use non-duty days from years prior to 2020-2021 by June 30, 2022. Beginning July 1, 2022, the above carry overrule will be effective and enforced.

Please note that non-duty days not used will be removed from the employee's available leave balance. Should the employee leave the district the employee will not be paid for non-duty days issued in previous years.