

As an Elementary Office Manager, you are paid for either a 212- or 202-day contract based on your enrollment. If you are unsure of how many days are in your contract, you can look at your organization positions in encore to verify. The contract runs from July 1 to June 30<sup>th</sup>. All days worked must be completed by June 30<sup>th</sup>.

**Why NCL?:** To make a flexible schedule in the summer months you have been placed on a 235-day calendar in the timeclock system. This means the time system calendar has 235 days to work but you will only work 202 or 212. You are given NCL (non-contract leave) to use on the remaining days you do not work. Here is an example of how the contract works:

|   |     |     |  |       |
|---|-----|-----|--|-------|
| Contract Days                                       | 202 | 212 | How the time system sees the days you work | 235   |
| School Days (with students)                         | 174 | 174 | School Days (with students)                | 174   |
| Paid Holidays                                       | 10  | 10  |  |       |
| Extra days left to work                             | 18  | 28  | Extra days left to work                    | 18/28 |
|   |     |     | Days you need to use NCL leave             | 43/33 |
| Summer Extra office hours are not in your contract. |     |     |  |       |

**How to use NCL:** When you come to a day on your timesheet that is not a school day, holiday, or weekend the system will expect you to clock in or take leave. You have been given NCL leave (43 or 33 days) to use if you are not working this day. You can choose NCL leave just like every other leave type by doing a leave request. You should not have any NCL leave left after June 30<sup>th</sup>. If you do your school will have to pay the difference.

NCL **is not to be used** on a day when students are in school. If you miss one of those days, you will need to take sick or personal leave as you have done in the past.

Please remember that a contract day **is 8 hours**. If you are only working 4 hours you will need to put in NCL (or the type of leave you are taking) for 4 hours to get to 8 hours. This also means that if you took NCL you have those 4 hours to make up on a different day to put towards your extra days to work.

**Extra Office Hours:** If you are working noncontract extra office hours, you will need to take NCL leave and then clock into EXTRA OFFICE HOURS to be paid for that time. Extra office hours are hours worked above and beyond your 202/212 contract. You should be aware of how many hours your school has for Extra office hours.

Example of a 212 day schedule to work extra 28 contract days:

Uses extra office hours in June and July for payroll

|   |    |
|---|----|
| Works 2 contract days July 29, 30 (Uses NCL leave all other days) | 2  |
| Works 3 weeks before school starts in August (15 Days)            | 15 |
| Works 3 Teacher prep days   | 3  |
| Works 8 contract days in June                                     | 8  |
| Total Extra contract days   | 28 |