



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEC
Page 1 of 1	
Non-Duty/Vacation Days - 2023	

The following guidelines govern the use of Non-Duty/Vacation days:

Employees in a position requiring 226 or more work days of service shall receive Non-Duty days each school year. The specific number of non-duty days shall be determined each school year based on the approved District calendar and communicated by the Superintendent or designee. The total amount of non-duty days may range from 3 to 10 depending on the number of holidays in the approved District calendar. A “Non-Duty/Vacation day” shall be defined as the total number of workdays in the District calendar less the employee has contracted or assigned number of workdays as follows:

1. Non-Duty/Vacation days shall be taken during the year accrued.
2. Non-Duty/Vacation days shall not be worked for additional pay.
3. Non-Duty/Vacation days shall be forfeited upon separation or termination from the District.

All requests for use of Non-Duty/Vacation days shall be subject to the approval of the employee’s immediate supervisor.

The number of Non-Duty/Vacation days varies according to the number of workdays assigned each year based on the approved District calendar. District employees who annually work 226 or more days may take Non-Duty days at any time during the year. Non-Duty/Vacation days are not earned. However, if an employee resigns or is terminated prior to completion of the assigned workdays, he or she will be docked for any Non-Duty/Vacation days taken.

CARRYOVER DAYS

All non-duty days accumulated during the designated work calendar must be taken no later than June 30th. If they are not used by June 30th, they will be lost. Supervisors may approve up to 3 Non-Duty/Vacation days for carryover up until July 15th of the next calendar year. Records of non-duty days and when they are taken by the employee must be maintained by their supervisor.