260-Day Business Operations FAQ

Will I accrue vacation hours in this position?

Yes, vacation will accrue for all employees assigned to a 12-month, full-time work calendar as outlined in Board Policy, DED (Regulation).

Will vacation be paid out at resignation?

Yes, all accrued unused vacation hours will be paid, deducting any overpayments if applicable.

Will I accrue state and local leave in this position?

The eligibility for state and local leave will depend on employees' FTE and their date of hire.

Will I receive payment during district-designated holidays?

District designated holidays are paid per your work calendar.

Will I be required to work during district-designated holidays?

Your assigned work calendar will identify district-designated holidays. Visit www.HoustonISD.org/WorkCalendars to find your work calendar.

Will I be required to clock in and out via Time Clock Plus (TCP)?

All non-exempt and hourly employees will be required to clock in and out via Time Clock Plus (TCP) to accurately record hours worked.

What happens to pay if I forget to clock in or out?

Missed time clock punches should be communicated to the designated time recorder for your campus/department immediately. Hourly employees are only compensated based on clocked hours.

Will escrow deductions continue to be assessed?

No, as of the 2024-2025 school year, this position does not participate in an escrow account.