Calendars-Verifying Employee Work and Non-work Days by Allocated Number of Days

**Background:** The Time and Attendance project team created set work and non-work days for each regular employee group (180-260 days) based on what was reported was the majority of employees’ schedules.

**Calendars:** Click here to access the Master Calendars of work and non-work days by employee type and number of days.

These calendars are published annually and given to the Coordinator of Time and Attendance for system configuration. Since we are a pay-by-exception organization, the system is set up to balance to the set “Days per Year” for each regular employee by using leave or additional pay (non-exempts only) for changes.

**Note for Teachers:** “The standard 10-month contract shall include 200 days, including (i) a minimum of 180 teaching days or 990 instructional hours and (ii) up to 20 days for activities such as teaching, participating in professional development, planning, evaluating, completing records and reports, participating on committees or in conferences, or such other activities as may be assigned or approved by the local school board, “according to VA Code 22.1-302. This means that there may be fewer than 200 days represented on the 200-day teacher calendar. The number of “invisible” days may vary year to year.

**"Invisible Days"**
1. Teachers (200-day through 240-day) have five (5) invisible days on the 2019-20 school year calendar.
2. This number fluctuates from year to year.
3. Invisible days are allocated for the 2019-20 school year in the following manner:
   Two-from the start of the school year through the end of the first quarter (Aug 1st – Oct 31st)
   One-from the end of the first quarter to the end of the second quarter (Nov 1st – Jan 17th)
   One-from the end of the second quarter to the end of the third quarter (Jan 18th – Apr 3rd)
   One-from the end of the third quarter to the end of the school year (Apr 4th – Jun 8th)

**Guidance:**
1. Once calendars are created, they are published through the Division Compass and are posted online on the Employee Resources page.
2. All employees will see the scheduled work days and non-work days on the timecard based on their allocated “Days per Year”. These may not show up on the timecard until close to the workweek. Employees should use the published employee calendars rather than the timecard to see their workdays. 12-month benefits-eligible staff will see holidays by name and 10/11-month staff will see “Non-Work Day”.
3. If a non-exempt employee works on a non-work day, the employee may receive additional pay if the base hours are exceeded for the workweek. If an employee does not work on a scheduled work day or flex the time in the workweek, leave would be taken.
4. Employees may work different calendar days than the days that are set for school year under supervisor direction/approval. Supervisors/timekeepers should meet with employees who wish to work alternate calendar days. If an employee worked or plans to work different days than what has been set for the school year, the supervisor (and timekeeper) should document those dates in writing. The supervisor, employee, and timekeeper should maintain copies of the agreed upon work and non-work days.

5. If you have any questions about what to do for an employee, contact your Human Resources Generalist.

6. With a pay-by-exception system, here’s how to make adjustments to the timecard for employees who will be working alternative calendar days:

When an exempt employee (including a teacher) works different calendar days than the days that are set:

1. The Timekeeper will not do anything in the Time and Attendance system.
2. The Supervisor and the Timekeeper should document in writing the work and non-work days with the employee for the school year.
3. The employee should flex time as needed to account for the total days. Currently, flex time will not be tracked through the Time and Attendance system and no leave would be submitted.
4. This becomes the responsibility of the employee and the employee’s supervisor to ensure accurate number of days worked.

When a non-exempt employee works different calendar days than the days that are set up:

1. The Supervisor and the Timekeeper should document in writing the work and non-work days with the employee for the school year.
2. The Timekeeper will enter pay codes for non-exempt employees, as outlined in the following cases.
3. Because the County utilizes a pay-by-exception pay practice, days must be traded by using a +/- method of docking pay and paying additional time to keep the annual salary whole. Pay will remain the same, but when it is paid will change. If the intention of the supervisor is to trade scheduled calendar days, the employee would be docked pay for the missed work day and then receive additional straight time pay (or overtime if applicable) for the new day that was not part of the calendar schedule (a “non-work day” on the schedule).
4. If an employee’s calendar shows a work day when it is a non-work day for them, the Timekeeper should enter the missed time (remembering to leave “wash”) as “Administrative Leave Without Pay” with a pay code so that the system does not shortfall cascade through the employee’s personal/annual leave when the employee does not work. The Timekeeper may add the pay code at the time of the conversation with the employee. The employee will see the deduction on the paycheck in the month that it is paid.
5. If the employee works on a non-work day, the employee should clock in and out as usual.
6. The Timekeeper should never enter a deduction (Admin LWOP) without ensuring that the employee has either already worked on a “non-work day” or has scheduled an alternative work day to balance the pay. This will keep the employee’s annual salary whole.
7. Be careful of doing nothing and thinking it will balance out: if there is a day that the system thinks the employee should work, it will take leave or reduce pay for the missed time. If accrued leave is used and the employee receives straight time pay for working on a non-work day, the employee’s pay will actually be greater than the base annual salary.

2019-20 School Year Kronos Transition Plan:

Since the calendars were created after the start of the new fiscal year and employees may have planned to work alternative schedules, supervisors may exercise some flexibility in what days employees are required to work.

1. If a non-exempt or exempt employee already worked a day that is marked as a non-work day, the supervisor may flex off another calendar work day that the employee does not need to work. The supervisor or timekeeper would code the non-exempt employee’s scheduled calendar work day as “Administrative Leave WITH Pay” to keep the employee’s pay whole. They would not code anything for the exempt employee.
2. If an exempt employee has taken leave already for a day that is marked as a non-work day, the employee should flex a future day of work. (Employee takes the time equivalent to the previous amount of leave off without submitting additional leave.)
3. For future calendar work days, exempt and non-exempt employees should work the new calendar days, flex days, or take leave as appropriate. For exempts, past worked “non-work days” may be flexed with future work days to balance the employee’s base days per year.
4. Hold harmless days: If a day a non-exempt employee was planning on working is indicated as a non-work day, the employee and supervisor should discuss the appropriate action. For the 2019-20 school year only, if flexing days is not a viable option, the supervisor may exempt the employee from working that day OR pay additional pay if the employee is required to work. If the employee does not work, no further action is needed as the day is already coded as a non-work day. Non-exempt employees will be paid for all punches in the system, whether it is a work day or a non-work day. If a non-exempt employee works on a non-work day, the employee should clock in and out and will be paid for working on that day. They will see additional pay for that day.

Example 1: 182-day non-exempt teaching assistant
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1. Two days beyond the 180 student days were added to the start of the school for the 182-day employee calendar. Some employees had planned to work one day before the students and one day after the students.
2. If the employee worked the two pre-school scheduled days, then GREAT! No additional action is needed.
3. If the employee only worked one of those days, the supervisor should decide whether the employee is needed the day after the students. If yes, then the employee would clock in and out for working that day and receive additional pay. If not, no further action is needed and the employee finishes the year on the last student day.

Example 2: 220-day teacher
1. A teacher worked on November 27, a scheduled non-work day.
2. This teacher could flex off a different day, such as June 25.
3. The employee and supervisor would agree to this arrangement, but no leave would be submitted through the system.