



# 202 Day Elementary Office Manager

With Non-Contract Leave  
(NCL)

# What is Non-Contract Leave?

**Employees on the Time System are tied to a calendar.**

**In order to give you and your principal the flexibility to set your own schedule in the summer, you will be on a 234-day calendar.**

***\*\*This is an all-business days (12-month) calendar.\*\****

**You will have Non-Contract Leave (NCL) to cover the days you do not work as contract hours in the summer.**

**Non-Contract Leave is NOT paid leave.**

**\*\*\*NCL should NOT be used on a regular school day.\*\*\***

# Here is an Example:

## Meet Mary!

- Mary is an Elementary Office Manager on a **202-day contract**.
- School is in session **174 days**.
- She gets **10 paid holidays**.
- She needs to work **18 Flexible Contract Days** (when school is not in session), or a total of **144 hours**.



202 Day Contract

-174 School Days

- 10 Paid Holidays

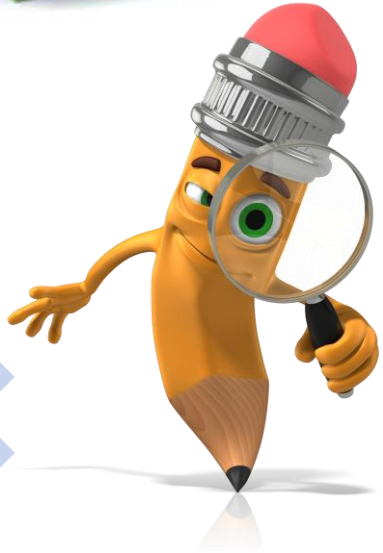
= 18 *Flexible* Contract Days to Work



144  
Hours



# What are the 10 paid holidays?



1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Juneteenth
5. Memorial Day
6. 4<sup>th</sup> of July
7. 24<sup>th</sup> of July
8. Labor Day
9. Thanksgiving Day
10. Christmas Day

These 10 paid holidays are built into your contract. They are days you will be paid for but will not work.

# Mary's Time System Calendar:

- Mary is on a **234-day Calendar**.
- With the **10 paid holidays**, there are a total of **244 days**.
- The **244 days** minus **202 contract days** equals the *total Non-Contract Leave (NCL)* she will need for the fiscal year.
- She will have **42 days of Non-Contract Leave, (NCL)**, (a total of **336 hours**) to use.
  - NCL should **NOT** be used on days school is in session. It should only be used to cover days in July, August (until school starts), and May/June (after school gets out).



234 Day Calendar

+10 Paid Holidays

=244 Total Days



244 Days – 202 Days = 42 NCL Days



336  
Hours



# Planning Ahead:

- Mary is a planner. She wants to map out her schedule for the year now. Be like Mary! 
  - In the Time System, Mary will be expected to work (or use NCL) for the full 40 hours (on non-holiday weeks) each week during the summer.
  - If she works Extra Office Hours, she will **ALSO** need to enter a leave request and use NCL to cover the hours in the Time System.
    - She will clock into “TCLK – Extra Office Hours”
    - She will also need to enter NCL.
- Let’s look at her sample calendars! 
  - **Note:** “Flex” days on her calendars = hours being worked toward her **18 extra contract days**.





42 NCL Days

18 Flex Days

# July 2022 Sample Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 NCL 8 Hours	2
3	4 Paid Holiday	5 NCL 8 Hours	6 NCL 8 Hours	7 NCL 8 Hours	8 NCL 8 Hours	9
10	11 NCL 8 Hours	12 NCL 8 Hours	13 NCL 8 Hours	14 NCL 8 Hours	15 NCL 8 Hours	16
17	18 NCL 8 Hours	19 NCL 8 Hours	20 NCL 8 Hours	21 NCL 8 Hours	22 NCL 8 Hours	23
24 31	25 Paid Holiday	26 NCL 8 Hours	27 NCL 8 Hours	28 NCL 8 Hours	29 NCL 8 Hours	30

42 NCL Days

-19 Days Used

=23 Days Left

Mary is not working any “Flexible” contract days in July, so she will need to use **19 days of NCL**. She is going to work some of her Extra Office Hours, but she still needs to use her NCL on those days.

23 NCL Days  
remaining

# August 2022 Sample Schedule

18 Flex Days  
remaining

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 NCL 8 Hours	2 Contract Day Working 8 hrs	3 NCL 8 Hours	4 Contract Day Working 8 hrs	5 NCL 8 Hours	6
7	8 Contract Day Working 8 hrs	9 Contract Day Working 8 hrs	10 Contract Day Working 8 hrs	11 Contract Day Working 8 hrs	12 Contract Day Working 8 hrs	13
14	15 Contract Day Working 8 hrs	16 Contract Day Working 8 hrs	17 Contract Day Working 8 hrs	18 Contract Day Working 8 hrs	19 Contract Day Working 8 hrs	20
21	22 First Day of School	23	24	25	26	27
28	29	30	31			

Mary is planning to work  
**12 Flex days** in August.  
She will use **3 days of NCL**  
to cover the other days.  
She will not use NCL  
once school starts.

23 NCL Days

-3 Days Used

=20 Days Left

18 Flex Days

-12 Days Worked

=6 Days Left

20 NCL Days  
remaining

# Sample Prep Day Schedule

6 Flex Days  
remaining

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Prep Day NCL 8 Hours	2 School Day	3 School Day	4 School Day	5

20 NCL Days

Mary is going to work 1 of the 3 Teacher Prep Days as a Flex day, so she will need to use NCL on 11/1 and 3/17). She has 18 days of NCL remaining and still needs to work 5 Flex days.

-2 Days Used

January 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16 Paid Holiday	17 Prep Day Working 8 hrs	18 School Day	19 School Day	20 School Day	21

=18 Days Left

6 Flex Days

March 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13 School Day	14 School Day	15 School Day	16 School Day	17 Prep Day NCL 8 Hours	18

-1 Day Worked

=5 Days Left



18 NCL Days  
remaining

# Sample School Year Schedule

5 Flex Days  
remaining

April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Non-Contract Day	4 Non-Contract Day	5 Non-Contract Day	6 Non-Contract Day	7 Non-Contract Day	8



The week of Spring Break is all **Non-Contract Days**, so Mary won't need to do anything in the time system for this week.



18 NCL Days  
remaining

# May 2023 Sample Schedule

5 Flex Days  
remaining

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 School Day	2 School Day	3 School Day	4 School Day	5 School Day	6
7	8 School Day	9 School Day	10 School Day	11 School Day	12 School Day	13
14	15 School Day	16 School Day	17 School Day	18 School Day	19 School Day	20
21	22 School Day	23 School Day	24 School Day	25 School Day	26 School Day	27
28	29 Paid Holiday	30 NCL 8 Hours	31 NCL 8 Hours			

18 NCL Days

-2 Days Used

=16 Days Left

Mary is not working the 2 days in May after Memorial Day, so she will use **2 days of NCL** on these days. She has **16 days of NCL** remaining and needs to work **5 Flex days**.





# Tips & Tricks:

- Save time by entering (requesting) NCL in a “Date Range” instead of day by day.
- If you end up working contract hours on a day when you have requested NCL, you can **cancel** that leave request in your “Leave Summary” screen and clock in and out of your regular job as usual.

Job Assignment  
OFFICE MANAGER - ELEMENTARY - 202 DAYS

Leave Summary

From  To

Jul 2022

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



# Comp Time



**Comp Time** will be accrued when your weekly hours worked (in your Office Manager position) exceed your contract hours for that week.

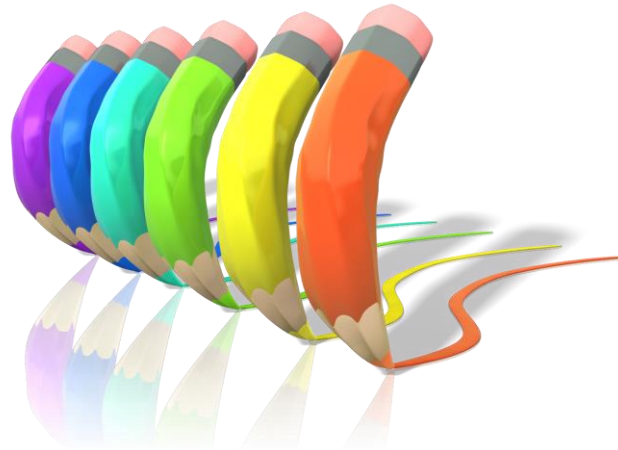
- When you work more than 40 hours in a week, Comp Time will be accrued at *time and a half*.
  - These extra hours worked will count as **contract hours** worked in the “Hours Worked” report (at straight time, not time and a half). These hours **can** count towards your 18 flexible contract days (144 hours) **if you do not use them as leave during the school year**.
    - Save your Comp Time until the summer if you want to use it to cover days in June that you do not need to work.
    - Remember, Comp Time cannot be used when you need to have a sub. For example: If you take 4 hours off on a Friday afternoon and only need a sub for 2 hours, you could use 2 hours of Personal Leave and 2 hours of Comp Time.
    - Remember, NCL cannot be used on days school is in session.

# Extra Office Hours Reminder



## **When you work Extra Office Hours:**

- Clock in and out of your “TCLK – Extra Office Hours” assignment instead of your Office Manager job.
- Use Non-Contract Leave (NCL) to cover the hours for that day (in the Time System) – only during the summer!





# A Few Friendly Reminders

- **Extra Office Hours** can be worked by Office Managers and Office Assistants.

- Assignment = *Extra Duty Classified / TCLK – Extra Office Hours*

- You get **80 Extra Office Hours** each year (July 1<sup>st</sup> to June 30<sup>th</sup>).\*

- \***Title I Schools** get a total of **120 Extra Office Hours** each year. (You will no longer have an option for *Title I Summer Office Hours*. **ALL** 120 hours should be *Extra Office Hours*.)

- **Mobility Hours:**

- Must be used in the office (not for playground or lunch duty).
- Can only be worked by part-time, non-benefit eligible employees.
  - Part-time employees who are grandfathered and earn benefits (i.e., Personal Leave) should not use Mobility Hours.

- Assignment = *Extra Duty Classified / TCLK – Mobility Hours*

- Your Mobility hours will vary from year-to-year. Your school director should have given you and your principal your hours for this year.



# A Few Friendly Reminders (cont.)

- **A Helpful Hint for Managing Your Hours**

- Since anyone can work Extra Office Hours, have your non-benefit eligible employees use **Mobility Hours first**. This will *hopefully* save some Extra Office Hours for YOU to use in June (in case you need them).
- Remember: Your office assistants can always use the Extra Office Hours if you run out of Mobility Hours, but you cannot use Mobility Hours for yourself if you run out of Extra Office Hours.



# Hours Worked Report and Trackers

- **Hours Worked Report**

- The “*Hours Worked Report*” in Encore will show you how many Extra Office hours have been worked as of the current date (if you enter a date range).



- Click in the ***Job Classifications*** field and select “Remote Pay”
- Under ***Job*** select “Extra Duty Classified – TCLK Extra Office Hours” (or Mobility Hours)
- Under ***Employee*** select “All”
- The ***Begin Date*** should be July 1<sup>st</sup> of the current fiscal year
- The ***End Date*** should be today’s date
- This will give you a current total of hours worked this fiscal year
- There are also spreadsheets on the Payroll webpage to help you track your hours as you use them.

Click Here: [Extra Office & Mobility Hour Trackers](#)



Good Luck!  
You've got this!

Please reach out to  
your Payroll contact,  
or any of us in Payroll,  
if you have questions.  
We're always happy to  
help however we can!  
We're just a phone  
call away!

