



# 202 Day Secondary School Secretary

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 **237-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 a Secondary School Secretary on a **202-day contract**.
- School is in session **174 days**.
- She needs to work **28 Flexible Contract Days** (when school is not in session).



202 Day Contract



-174 School Days



= 28 *Flexible* Contract Days to Work





# Mary's Time System Calendar:

- Mary is on a **237-day Calendar**.
- The **237 days** *minus* **202 contract days** *equals* the *total Non-Contract Leave (NCL)* she will need for the fiscal year.
- She will have **35 days of Non-Contract Leave, (NCL)** 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), during the week of Spring Break, and in May/June (after school gets out).



237 Day Calendar



-202 Contract Days





= 35 NCL Days (Non-Contract Leave)





# 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) every day, with the exception of recognized holidays and other non-contract days.
  - If she works any Extra Office Hours in the summer, 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 **28 extra (flexible) contract days**.



35 NCL Days

28 Flex Days

# July 2022 Sample Schedule

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

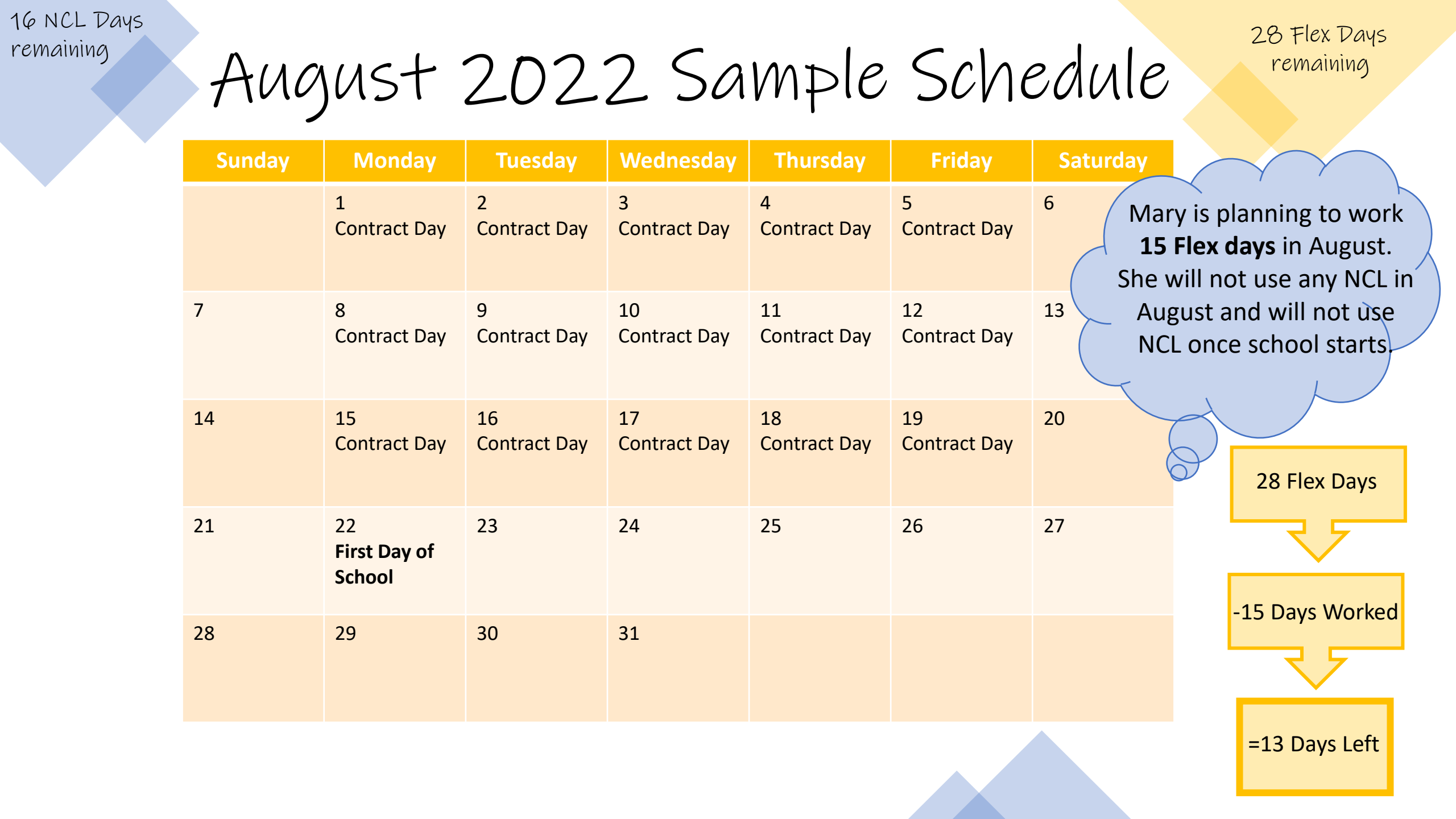
35 NCL Days

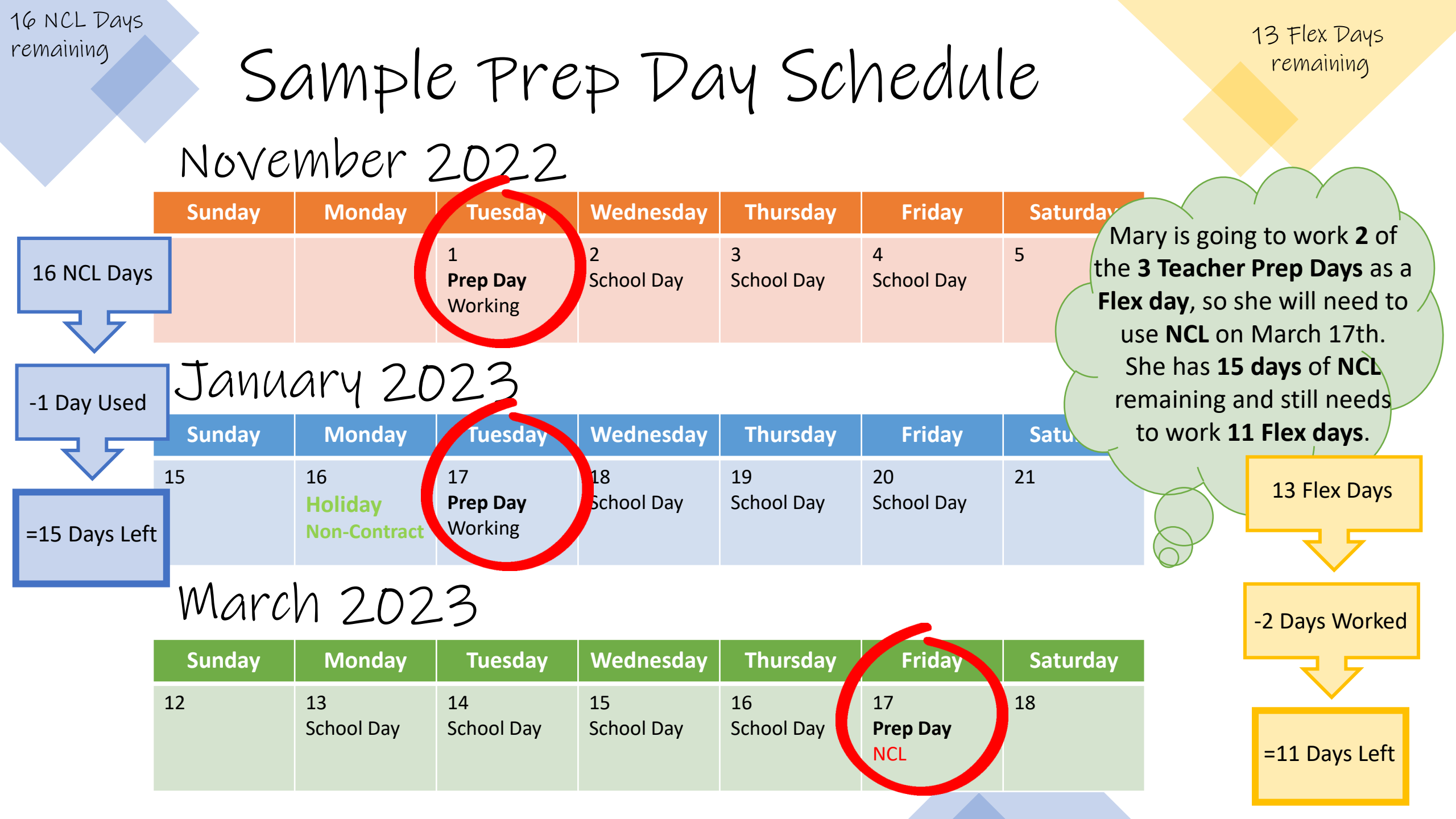
-19 Days Used

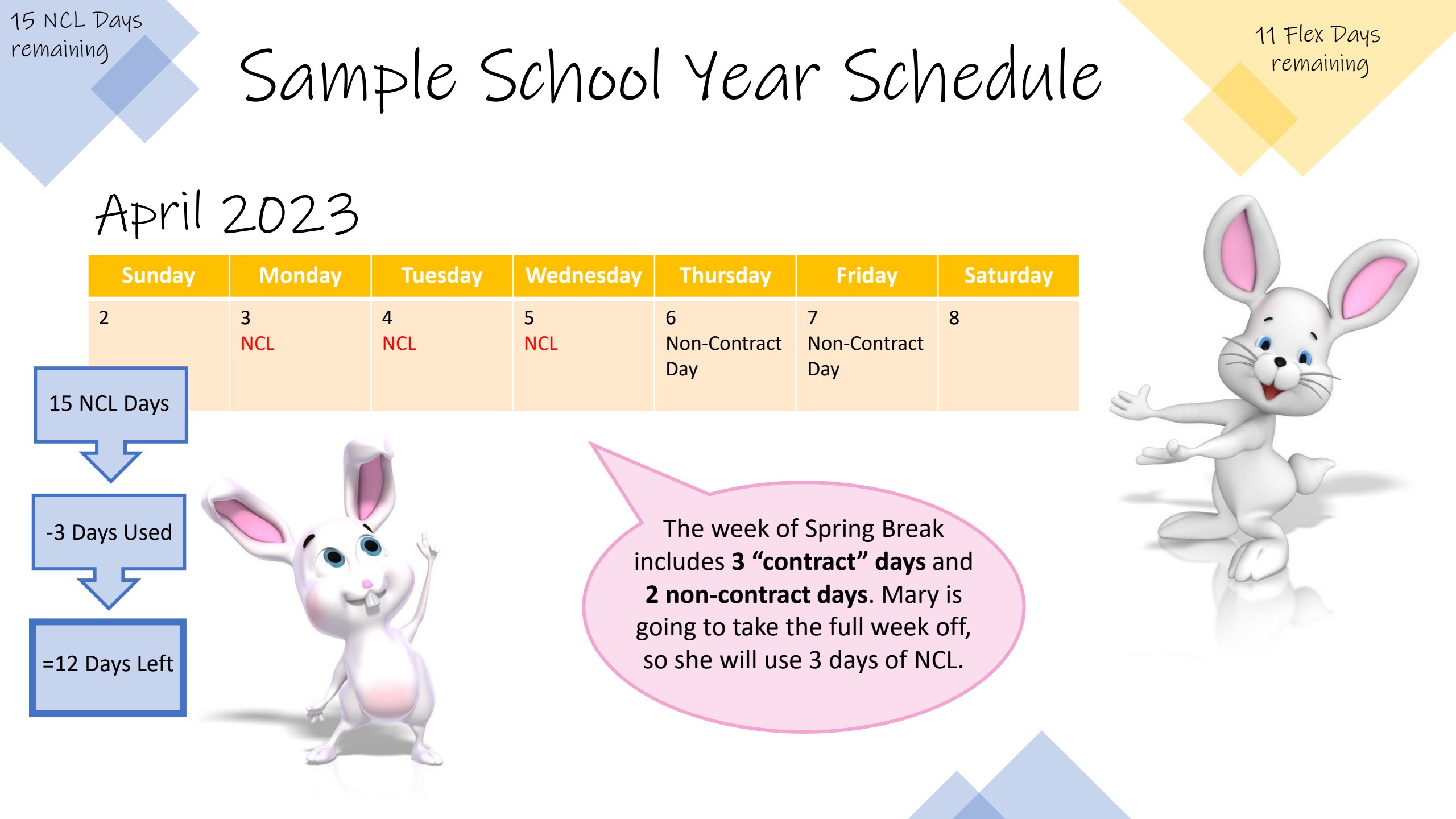
=16 Days Left

Mary is not working any "Flexible" contract days in July, so she will need to use **19 days of NCL**. She may work some of the school's Extra Office Hours, but she still needs to use NCL on those days.











12 NCL Days  
remaining

# May 2023 Sample Schedule

11 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 Holiday Non-Contract	30 NCL 8 Hours	31 NCL 8 Hours			

12 NCL Days

-2 Days Used

=10 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 **10 days of NCL** remaining and needs to work **11 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 regular position) exceed your contract hours for that week.

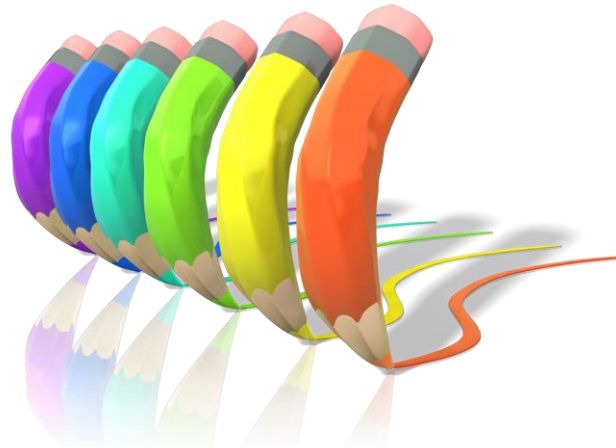
- When you work more than 40 hours in a week, Comp Time will be accrued at *time and a half*.
  - These extra hours worked will count as **contract hours** worked in the “Hours Worked” report (at straight time, not time and a half). These hours **can** count towards your 28 flexible contract days **if 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



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

- Clock in and out of your “TCLK – Extra Office Hours” assignment instead of your regular 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** cannot be worked by Secondary Office Managers.
  - Assignment = *Extra Duty Classified / TCLK – Extra Office Hours*
  - Your school has **40 Extra Office Hours** each year (July 1<sup>st</sup> to June 30<sup>th</sup>)
  - Your Office Manager may ask you to work Extra Office Hours as needed





# A Few Friendly Reminders (cont.)

- Helpful Hints for **Office Managers:**

- The “*Hours Worked Report*” in Encore will show you how many Extra Office 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!

