

# Trade Days

The work duty schedules for all employees are set annually by Human Resources. Any alternative work schedules, flex time, or whatever you may call it must be accounted for using the procedures for Trade Days. Any exceptions must have prior written approval of the Superintendent

## Trade Days - Teachers

- Prior written approval for specific dates must be obtained from the appropriate Associate Superintendent for any trade days requested to be earned or used by any teacher.
- Trade days may be earned starting August 1 and must be used by July 31.
- Any trade days not used by July 31 will be lost.
- Any trade days used and not earned by July 31 will result in a deduction of available leave balances. If a leave balance does not exist, the employee will be docked.
- Trade days for teachers should only be requested for special training, early registration, or staff development. **Teacher Trade days are to be used on non-instructional duty days. Any exceptions for teachers are to be approved by the appropriate ASCD.**
- The earning of trade days shall not be allowed for medical reasons due to consequences with FMLA.
- Employees shall work their scheduled number of duty days during the school year.
- Trade days cannot be earned on scheduled duty days.
- Trade days are earned and used in half-day or full day increments. Normal rounding rules would be applied. Time worked for 2 hours or less rounds to 0; time worked greater than 2 hours up to 6 hours would round to 4 hours, and time worked in excess of 6 hours would round up to 8 hours.
- Earned trade days must be used by July 31 and cannot be carried over to the next school year.
- Trade days should be earned for alternative work assignments and not for personal reasons such as planning vacations.
- Trade time earned and used shall be entered in Lawson each payroll period by the appropriate payroll secretary.

## Trade Days - Exempt Employees

- Prior written approval for specific dates must be obtained from the appropriate Associate Superintendent for any trade days requested to be earned or used by any exempt employee.
- Trade days may be earned starting August 1 and must be used by July 31.
- Any trade days not used by July 31 will be lost.
- Any trade days used and not earned by July 31 will result in a deduction of available leave balances. If a leave balance does not exist, the employee will be docked.
- The earning of trade days shall not be allowed for medical reasons due to consequences with FMLA.
- Employees shall work their scheduled number of duty days during the school year.
- Trade days cannot be earned on scheduled duty days.
- Trade days are earned and used in half-day or full day increments. Normal rounding rules would be applied. Time worked for 2 hours or less rounds to 0; time worked greater than 2 hours up to 6 hours would round to 4 hours, and time worked in excess of 6 hours would round up to 8 hours.
- Earned trade days must be used by July 31 and cannot be carried over to the next school year.
- Trade days should be earned for alternative work assignments and not for personal reasons such as planning vacations.
- Trade days should be recorded on the excel time card as earned and used. Trade time earned and used shall be entered in Lawson each payroll period by the appropriate payroll secretary.

### **Trade Days - Non-Exempt Employees**

- Prior written approval for specific dates must be obtained from the appropriate Associate Superintendent for any trade days requested to be earned or used by any non-exempt employee.
- Trade days may be earned starting August 1 and must be used prior to their last scheduled duty day.
- Any trade days not used by their last scheduled duty day must be paid with campus or department funds.
- Any trade days used and not earned by their last duty day will result in a deduction of available leave balances. If a leave balance does not exist, the employee will be docked.
- The earning of trade days shall not be allowed for medical reasons due to consequences with FMLA.
- Employees shall work their scheduled number of duty days during the school year.
- Trade days cannot be earned on scheduled duty days.
- Earned trade days must be used by their last scheduled duty day and cannot be carried over to the next school year.
- Trade days should be earned for alternative work assignments and not for personal reasons such as planning vacations.
- Trade days for paraprofessional employees may be earned prior to their first duty day or during a week the employee is not scheduled to work such as Thanksgiving, Christmas, and Spring Break. Any exceptions must have prior written approval of the Superintendent. Again, this work must be scheduled by the supervisor and not "Call Out" as that is covered under separate Board Policy as emergency pay and must be paid at time and one-half for a minimum of three hours.
- Early registration pay may be handled as Trade Days or may be paid with campus funds.
- Additional days worked after the final scheduled duty day must be paid with campus or department funds as this does not fall under trade days.
- Trade days are not the same as Comp Time. Comp Time is only earned when a Non-Exempt Employee works in excess of 40 hours for the week. Comp Time is compensated with either time off or pay at time and one-half.
- Trade days should be recorded on the excel time card as earned and used. Trade time earned and used shall be entered in Lawson each payroll period by the appropriate payroll secretary.