

Leave days are advanced upon hire, based on percentage of time and number of days of anticipated work, and at the beginning of each fiscal year. When an employee leaves CISD prior to the end of their work schedule, leave days are recalculated based on the actual number of days worked. The cost of any unearned leave days taken are deducted from the final paycheck. The [Leave Bank Balance](#) located in the Employee Portal in the [SSO](#) breaks down how many days are earned based on the number of days worked.

Employees who work 217 or 226 days receive off-duty days each year. These are unpaid days that remain at the end of the work schedule, and they vary each year. Employees are able to take off-duty days in advance, before the end of their work schedule. If an employee leaves CISD prior to the end of their work schedule, the employee will be docked on the final check for any off-duty days used in advance.

*Non-Exempt employees must use off-duty days by June 30.