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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 2504  
ADDITIONAL DUTY DAYS & INCREASED WORK DAY - CERTIFICATED

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**Additional Duty Days**

1. When a teacher works additional duty days, a personnel requisition must be submitted with a start date, ending date and number of days worked.
2. The pay for additional duty days & increased work day will be processed to be paid on the 10<sup>th</sup> of the following month.

**Increased Work Day (6th Period)**

Pay for a teacher when authorized to teach a sixth period is paid at his/her hourly rate. The hourly rate includes base pay and career increment but does not include additives such as master's and doctoral degrees. If a teacher is teaching a sixth period, the sixth period is also paid when the teacher is on a staff development day or out on sick leave (if sick hours are available).

A Personnel Requisition must be submitted when an employee has an increased work day (sixth period). In order to qualify for the sixth period, the course taught must be listed on the Master Schedule.

The following information is intended to clarify questions concerning sixth period compensation:

- Does a teacher receive compensation for their sixth period for institute days? **NO**
- Does a teacher receive compensation for their sixth period for staff development? **YES**
- Does a teacher receive compensation for their sixth period when they are not working due to illness? **YES**