
Fresno USD DIVISION OF HUMAN RESOURCES
HR 3100
ADVANCED DEGREE PROGRAMS – MANAGEMENT EMPLOYEES

Management employees who are participating in advanced degree programs who have assignments that take them from their normal workday should follow one of the two options below:

1. If the management employee works a 228-day duty year and earns vacation, he or she may use vacation time or personal business leave. An employee may use two (2) days of personal business leave per fiscal year.
2. If the management employee is on a duty year other than 228 days and does not earn vacation, he/she may negotiate the exchange of duty day. This must be negotiated with the immediate supervisor and must have Cabinet-level approval before the exchange is granted.