Data Element Number: 203810
Data Element Name: Duty Days

For Survey Periods 2 and 3 this is the standard number of days per year an employee in this job is scheduled to work (including paid holidays). For Survey Period 5 this is the actual number of days the employee in this job worked (including paid holidays). Temporary or Substitute employees should be coded “000”. Right justified.

Examples:

210 - The employee is in a job for which the standard number of duty days per year is 210.

000 - The employee is a Temporary, Substitute or Student employee.

<table>
<thead>
<tr>
<th>Code</th>
<th>Definition/Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable for this element.</td>
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</tbody>
</table>

| Length: 3 |
| Data Type: Numeric |
| Year Implemented: 9293 |
| State Standard: No |

Use Types:
- State Reporting: Yes
- Local Accountability: Yes

Formats Required:
- Staff Fiscal Year Salaries DB9 43x
- Staff Payroll Information DB9 30x

Surveys Required:
- Survey 2: Yes
- Survey 3: Yes
- Survey 5: Yes

Appendixes:
None

Description of Changes:
- 7/1/2019 Surveys Required: Added Survey 5 as a required survey reporting period.
- 7/1/2019 Formats Required: Added the Staff Fiscal Year Salaries format as a required reporting format.
- 7/1/2019 Definition: Revised definition to include reporting requirements for Surveys 2, 3, and 5.