

FLORIDA DEPARTMENT OF EDUCATION  
DOE INFORMATION DATABASE REQUIREMENTS VOLUME II:  
AUTOMATED STAFF INFORMATION SYSTEM  
AUTOMATED STAFF DATA ELEMENTS

Year: 2021-22

Data Element Number: **203810**

Data Element Name: **Duty Days**

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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.

<b>Code</b>	<b>Definition/Example</b>
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	Not applicable for this element.
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**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 Requir Added Survey 5 as a required survey reporting period.

7/1/2019 Formats Requi 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.