We have two time-use codes that should handle the situations you presented:

**Paid Days Off (Holidays, Snow Delays, Snow Days, Sick Days):** P - Paid Time Off.  Use this code for "time spent during contract hours outside of school such as vacation days, personal days, sick days, etc."  If your time off at Thanksgiving are paid holidays, then use P to code the time for those days.  You are correct when noting that your time-use percentages for Guidance, Counseling, Advocacy, and Management will be lower in the weeks when you have Paid Days Off.  However, for those weeks, you will also see a higher percentage for "Paid Days Off."  This is not a negative reflection on you or your program.  It just reflects reality.  You had Paid Time Off that week.  You will know (and be able to explain to others) why your time percentage for Guidance, Counseling, Advocacy, and Management are lower that week.

**Unpaid Days Off:**  I can't think of any week that this would apply to except for the first and last weeks of school.  Currently, there is not a way to adjust for this unique situation in the system.  We will think about making that adjustment in the future.   For now,  you will know (and will be able to explain to others) that the time percentages in those two weeks are low due to the shortened work week.

**Snow Days Made Up Later:**  I am guessing that you are being paid for the snow make-up days.  Since you are in the building and being paid, these days should be handled just like any other work day.

**Working in Excess of Contract Hours:**  It was important to us to show how much time counselors spend outside of contract time.  In some schools, this time is  considerable as counselors work with kids during the day and then complete all their paperwork after contract hours when kids aren't in the building.  When you set up your log, we asked you when is the earliest that you might arrive at school, and the latest that you might stay at school.  That should enable you to record all of the tasks that you do before and after your contract hours.    We also asked you how many hours per week you worked based on your contract.  With this information, we can state the number of hours that you work *over your contract hours.* Look for that number in the Summary Report.  Note:  When counselors complete the logs on a daily basis, we can also calculate an adjusted FTE.  Many counselors are full-time counselors on paper, but in reality they are less than full time because so much of their time has been spent on non-program tasks.  Our system is able to calculate an "adjusted" FTE based on actual counselor time use.

**MOST IMPORTANT DATA FIELDS:** While you can see time-use data for individual weeks, please keep in mind that counselors' time-use varies from week to week.  For example, when I was a school counselor practicing in the schools, I always saw a higher percentage of "guidance" activities in August, September, January, and February when we were providing academic guidance (group and individual) to help students select courses that aligned with their career and postsecondary goals.  However, in October and November, we always saw higher percentages of "counseling" activities.  While the weekly time-use data is interesting because it tells a story, the most important data field is the year-long Summary Report that shows the overall balance of your program activities over the school year.  And as I mentioned above, this report also includes the number of hours over contract and the adjusted FTE.

Hopes this helps!

Sue