



## Clark County School District Licensed Employee Add-on Days Librarian Add-on Days and Absences for All Licensed Employees

1. Please refer to the annual weekly wire from Licensed Contracting Services for submission requirements.
2. Go to <http://graphics.ccsd.net/> and download 2 forms CCF100 and CCF-100.1, click District Forms and Archives, click CCF 100-199, and click 100-Additional Days Authorization.pdf. and download, click the back button and download CCF-100.1.
3. In the MSS portal the timekeeper is **required** to enter the approved add-on days to the employee timesheet. The add on day TRC is daily which equals **1.0** for 1 add on day and enter your location number. This action is required for tracking purposes only for licensed hourly employees. The required forms add the additional compensation.
4. If an employee requires an **absence** for an add-on day that is already entered on the timesheet, the timekeeper **MUST** be notified **to remove the recorded add-on day from the timesheet before the absence can be requested**. Once the day is removed from the timesheet, the add on day Absence may be requested. In ESS or MSS go to request an absence, choose **ABS add-on Days or ABS Add-On Days LWOP (Leave Without Pay)** if time is not available from the drop down, choose start and end date, additional information must be filled in by indicating which leave is being used, Y or N for personal leave, Y or N for sick leave, comments if necessary, check eligibility and then submit. When utilizing a **flex day**, Y for sick and in the comments **"flex day"** check eligibility and then submit. For half day absence requests please make sure to select a partial day, check eligibility and then submit.

\*Please Note: The half day absence submission will display a duration of 1.0 and the following message will appear:

Eligibility Check completed successfully!  
You may now submit your absence request.

Note - When you select the Half day in the Partial Hours ,the system will display as 1 day because of No schedule assigned to the employee.  
However when the absence calculation is run ,the half day will be processed as .5 day  
Date Time: June 09,2026 at 15:46

After you have clicked "Check Eligibility", please review the eligibility details which will indicate the duration as 0.50 (half day).

*Start Date	03/18/2026	End Date	03/18/2026	+1 Day
*Absence Name	ABS Add-On Days	Apply Absence		
Partial Days Start Day Only >				
Duration	1.00	Days	Check Eligibility	View Eligibility Details

Eligibility Details	
ABS Add On Days TAKE 07/01/2025 - 06/30/2026	0.50
Forecasting Duration -	0.50

\*\*\*Tracking is the responsibility of the timekeeper. If you miss the 90-day window to add the days to the timesheet in the HCM System, please make a note for the auditors.

### Contact Information

If you have questions regarding add-on days, please contact Licensed Contracting Services at (702) 799-2812, Option 1 or email [0031-Addondays@nv.ccsd.net](mailto:0031-Addondays@nv.ccsd.net).