

Administrator Calendars

2019-2020

12-Month Administrators

***Ten Holidays**

Snow Days: Report

Vacation Days: **22 days** (Supervisor Approval Required)

Flex Days: ****5 days for 261 day high school activity directors**

212 Day Administrators

Start Date: First Work Day in August

Snow Days: Report

Flex Days: ****4** days as approved by their supervisor and the Superintendent.

Last Day: Last Work Day in July

222 Day Administrators

Start Date: First Work Day in August

Snow Days: Report

Flex Days: ****5** days as approved by their supervisor and the Superintendent.

Last Day: Last Work Day in July

Calendar Parameters

When Staff is Under Contract (Flex Days)

212 and 222 day administrators may use a limited number of flex days (defined above) when staff is under contract.

Restrictions:

- The first two weeks administrators report back to work.
- The first week of school (principals and assistant principals only).
- Parent Teacher Conferences (principals and assistant principals only).
- The last General Administrative Meeting of the year.
- Other extenuating circumstances in a particular building/division.
- District Holidays or weekends may not be used as make up days when flexing schedules.
- **261 day high school activity directors may utilize Saturdays of District events.**
- The Superintendent may grant exceptions to any of the above rules.

When Staff is not Under Contract (Non Staff Days)

212 and 222 day administrators may arrange to work contract days during Winter Break, Spring Break or Summer Break to best meet their work expectations by submitting a work calendar to their supervisor for approval.

Restrictions:

- The last General Administrative Meeting of the year.
- District Academies and Staff Development requiring administrative participation.
- Other extenuating circumstances in a particular building/division.
- District Holidays or weekends may not be used as make up days.
- The Superintendent may grant exceptions to any of the above rules.

***District Holidays:** **9/2/19; 11/28/19, 11/29/19; 12/24/19, 12/25/19; 12/31/19, 1/1/20; 3/20/20; 5/25/20; 7/3/20**

****Flex Days** are defined as days that administrators may take off when students and staff are present and make up on a day when staff are not under contract.

Calendar Submission

- 212/222 Day administrators submit calendar to supervisor for approval prior to **August 5th.**
- Supervisor submits approved calendar to Human Resources prior to **August 12th.**