

## Administrator Calendars

**2017-2018**

### 12-Month Administrators

**\*Ten Holidays**

**Snow Days:** Report

**Vacation Days:** 20 days (Supervisor Approval Required)

### 212 Day Administrators

**Start Date:** First Work Day in August

**Snow Days:** Report

**Flex Days:** \*\*3 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:** \*\*4 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.
- 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:** 9/4/17; 11/23/17, 11/24/17; 12/25/17, 12/26/17; 1/1/18, 1/2/18; 3/23/18; 5/28/18; 7/4/18

**\*\*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 7th**.
- Supervisor submits approved calendar to Human Resources prior to **August 14th**.