

The work year for certificated administrative employees shall be as approved on the current Administrator's Salary Schedule.

By June 1 of each year, every administrator will submit to his/her immediate supervisor a calendar designating the specific duty free days proposed for the following school year. Such a proposal will take into consideration regular and special needs of the school(s) and of the district.

No later than June 15th, the supervisor will consider the requested calendar proposal and either approve it or arrange a meeting with the affected administrator to modify it.

Approved workday calendars are subject to change by the district if necessary to meet unexpected or urgent needs of the district. Administrators will be notified as far in advance as possible if it becomes necessary to modify an approved work year calendar.

If emergencies or unusual circumstances arise, administrators may request modification of an approved work year calendar.

Board of Trustees

April 14, 1983

Revised: November 13, 1986

Revised: May 10, 1990

Revised: January, 1994

Revised: October 26, 2000

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