

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 6010 P-3

ADMINISTRATIVE WORK YEAR

I. Non-Annual Administrators

- A. Non-annual administrators have contract dates of July 1 to June 30. The number of days each non-annual administrator works depends upon his/her position.

<u>Position</u>	<u>No. of Days</u>
High School Principal	221
High School Vice Principals	218
Middle School Principal	218
Middle School Vice Principal	213
Elementary Principals	213
Executive Director for Instructional Services	218
Director of Special Education	222
Director of Curriculum and Instruction	174

- B. In late June of each year, all non-annual administrators must complete a work calendar and indicate what days will be work days and what days will be non-work days. This calendar must be approved by the superintendent and be on file with the assistant superintendent for educational services and the payroll department prior to July 1. (See Attachment 1)
- C. If a non-annual administrator wishes to modify his/her work calendar after it is submitted, he/she must submit a written memo to the superintendent requesting a modification.

II. Annual Administrators

- A. Annual administrators have annual vacations as follows:

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<u>Position</u>	<u>No. of Days</u>
Superintendent	30
Assistant Superintendent for Educational Services	25
Assistant Superintendent for Business & Support Services	25

- B. Annual administrators must fill out a leave request, indicating which days are requested as vacation.
- C. The superintendent approves all vacation days for annual administrators.
- D. The assistant superintendent for educational services approves the superintendent's vacation requests.

Implemented 1991
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