

PROCEDURE – RETIREMENT/ADMINISTRATORS

5280P

1. The administrator should inform the Superintendent of the administrator's plans during the September preceding the date of retirement.
2. Administrative contracts run from July 1 to June 30.
 - a. Saturdays and legal holidays are not acceptable as substitutes for regularly scheduled workdays.
 - b. The administrator may wish to substitute accrued vacation days or accrued paid leave for all or some of the scheduled workdays. If this is the case, the substituted days will be subtracted from the total accrued vacation for final payoff.
 - c. Again, any adjustments to the normal work schedule must be established with the Superintendent in the September prior to the June retirement, must be reduced to writing and a copy must be included in the personnel file.
 - d. Any adjustments to work schedules must be paid in the fiscal year during their occurrence. Payment may be in cash at per diem rate or, alternatively, payment may be accomplished by a corresponding reduction of regularly scheduled workdays.
 - e. The administrator must submit a time slip of the time worked that varies from the regularly scheduled work calendar and forward to Human Resources immediately following the occurrence of work.

Absent specific contractual provisions to the contrary, accrued vacation/paid leave will be paid based on the administrator's current contracted per diem rate. This rate is determined by dividing the total annual salary by the number of contractual workdays. (No employee may be compensated at retirement for more than thirty (30) days accrued paid leave or vacation time.)

Sick leave may be accrued to a maximum of 180 days and will be paid one (1) day for every four (4) accrued at the current contractual per diem rate. (If sick leave is cashed before February, only the remaining balance can be cashed out at retirement.)

Implemented: December 22, 1987
Amended: June 1998
December 14, 2010
January 24, 2023