

ADMINISTRATIVE PROCEDURE NO. 414

ADMINISTRATOR LIEU TIME

Background

In recognition of the administrative responsibilities and time commitments that principals and vice-principals make, it is acknowledged that a degree of flexibility should exist with respect to the work schedules of school-based administrators.

Procedures

Effective March 1, 2002, principals shall be eligible to be absent from duty for two operational days during each school year, and vice-principals shall be eligible to be absent from duty for two operational days during each school year as well.

These absences will be with full salary and benefits. These absences require notification and approval of the Superintendent of Schools. Written requests should be submitted to the Superintendent at least one week in advance. The *Request for a Leave of Absence Form for Certificated Staff* has been updated to include this leave request, and administrators are asked to complete this form for submission to the Superintendent when requesting administrative lieu time.