

ANNUAL LEAVE PROCEDURES FOR PRINCIPALS 2015-2016

- The vacation year for Principals commences September 1 and ends August 31.
- The annual leave entitlement is 27 days per year.
- An accrual of 2.25 days (2 days-1 hour-45 minutes) will be credited on the 16th day of each month while in active status.
- Personal business and religious observance days must be charged to annual leave. These days may not be charged to Cumulative Absence Reserves (CAR). All CSA members are now allowed to use up to 3 CAR days, per work year, to care for a sick family member.
- All workdays, including the summer are seven (7) hours and fifteen (15) minutes exclusive of a duty free lunch. Annual leave may be taken in whole days or partial increments.
- Annual leave must be charged for school closings during winter recess, mid-winter recess and spring recess, unless an exception has been granted to work during these periods. Exceptions must be approved by the appropriate Superintendent. If approved to work during these school closings, the Principal's vacation bank will not be charged and s/he will be entitled to take those days at a later date but no later than August 31st of that school year.
- The new collective bargaining agreement allows principals to request permission from their superintendent to work on school holidays when school is not in session. If the Superintendent approves a principal can defer an annual leave day or (in the case of a principal approved to work on a paid holiday), use a floating holiday at another time during the work year, again with permission from the appropriate Superintendent. In no event do any deferred annual leave days or floating holidays carry over past August 31 of the work year.
- School closings for the 2015-2016 school year are as follows:
 - Winter recess – Dec 28, 29, and 30 (Dec 24, 25, 31, and Jan 1 are paid holidays)
 - Mid-Winter recess – Feb 16, 17, and 18 (Feb 15 and 19 are paid holidays)
 - Spring recess – Apr 25, 26, 27, 28, and 29 (There are no paid holidays during Spring recess. Good Friday is Mar 25.)
- If annual leave is charged for all of these school closings, a principal will have 16 annual leave days remaining, which they must use no later than August 31, 2016.

NOTE: Principals may perform per session work during Winter, Mid-Winter or Spring breaks; however, such employment may not be used as a means of providing additional compensation for work or responsibilities related to an individual's primary assignment. Principals must secure approval from their Superintendent prior to commencing per session work.

(The above applies to 12-month APs as well; however, they must secure approval from the supervising principal prior to commencing per session work during the school recesses. Non-annualized AP's are directed to Chancellor's Regulation C-175 for their rights and responsibilities regarding per session work.)

Outside of the Winter, Mid-Winter and Spring Breaks, should a principal or assistant principal wish to work per session on the same day they are using annual leave, such per session is subject to the approval of the

appropriate Superintendent, and all such per session work must be authorized by the Superintendent prior to the performance of such work.

- Annual leave requests must be arranged mutually with the superintendent.
- Annual leave should not be charged for central headquarters closings listed in the 2015-2016 Central Calendar, e.g., Labor Day, Columbus Day, etc.

- **Annual leave cannot be carried over from one year to the next except as specified below:**

Principals may carry up to 4 days annual leave earned during the 1999-2000 school year for future use.

Principals and current 12 month Assistant Principals who reported to work during the period February 20-22, 2013 are permitted to carry over up to three (3) annual leave days (corresponding to the number of days they reported to work) for future use past August 31, 2013. For more details, consult 2013 [Personnel Memorandum #5](#), dated December 18, 2012, regarding the impact of Hurricane Sandy.

These are the only annual leave days that may be carried over from one vacation year to another and once used may not be replenished.