

**ANNUAL LEAVE PROCEDURES COVERING 12-MONTH ASSISTANT PRINCIPALS**  
**AND SCHOOL BASED INTERMEDIATE SUPERVISORS**  
**FOR THE 2016-2017 SCHOOL YEAR**

- The vacation year commences July 1 and ends the following June 30 for all 12-Month Assistant Principals except those assigned to District 75. For 12-Month Assistant Principals assigned to District 75 citywide programs, the vacation year commences September 1 and ends the following August 31.
- The annual leave entitlement is 27 days per year at an accrual rate of 2.25 (2 days – 1 hour – 45 minutes) per month.
- 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, midwinter recess and spring recess, unless an exception has been granted to work during these periods. Principals may assign 12-month Assistant Principals who agree to work during this time. If approved to work during these school closings, the Assistant 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 June 30<sup>th</sup> of that school year.
- The new collective bargaining agreement allows Assistant Principals to request permission from their Principal to work on school holidays when school is not in session. If the Principal approves an Assistant Principal can defer an annual leave day or (in the case of an Assistant Principal approved to work on a paid holiday), use a floating holiday at another time during the work year, again with permission from the Principal. In no event do any deferred annual leave days or floating holidays carry over past June 30 of the work year.

**NOTE:** An Assistant Principal may want to use a deferred annual leave day or floating holiday during the summer months prior to working on a paid holiday during the upcoming school year. In this case they must receive prior approval from the Principal for the use of the annual leave day or floating holiday, as well as approval to work during the upcoming holiday.

- School closings for the 2016-2017 school year are as follows:

Winter recess – Dec 27, 28, 29, and 30 (Dec 26 and Jan 2 are paid holidays)  
Midwinter recess – Feb 21, 22, 23 (Feb 20 and 24 are paid holidays)  
Spring recess – Apr 10, 11, 12, 13, 17, and 18 (Apr 14 is a paid holiday)

**NOTE:** If annual leave is charged for all of these school closings, an Assistant Principal will have 14 annual leave days remaining.

**NOTE:** 12-Month Assistant 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. Assistant Principals must secure approval from their supervising Principal prior to commencing per session work.  
(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, Midwinter and Spring Breaks, should a Principal or 12-month 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 must be taken in the year that it is accrued and cannot be carried over from one year to the next.
- Annual leave should not be charged for central headquarters closings listed in the 2016-2017 Central Calendar e.g., Labor Day, Columbus Day, etc.
- Any pro rata summer vacation pay to which the AP/SBIS is entitled will be vested for future payment.
- **Annual leave cannot be carried over from one year to the next except as specified below:**  
Principals and current 12 month Assistant Principals who reported to work during the period February 20-22, 2013 were 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.