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### ANNUAL LEAVE PROCEDURES FOR PRINCIPALS 2012- 2013

- 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 16<sup>th</sup> day of each month while in active status.
- Personal business and religious observance days must be charged to annual leave. These days may no longer be charged to Cumulative Absence Reserves (CAR).
- 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. Exceptions must be approved by the appropriate Superintendent and will only be approved for extraordinary circumstances. 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 31<sup>st</sup> of that school year. School closings for the 2012-2013 school year are as follows:
  - Winter recess – Dec 26, 27, and 28 (Dec 24, 25, 31, and Jan 1 are paid holidays)
  - Mid-Winter recess – Feb 18 and Feb 22 are paid holidays (Principals may have elected to use Feb 19, as a holiday in lieu of Feb. 22 as per Personnel Memorandum #5)
  - Spring recess – Mar 25, 26, 27, 28, and Apr 1 and 2 (Mar 29 is a paid holiday)
- If annual leave is charged for all of these school closings, a principal will have 15 annual leave days remaining, which they must use no later than August 31, 2013. In addition, they may receive a maximum of 3 additional annual leave days. The number of days must correspond to the number of days they reported to work during the period of February 20-22, 2013. These additional days may be carried over for future use. For more details, please see the section below that addresses the policy on carrying over days.

**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 2012 - 2013 Central Calendar dated March 7, 2012 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. 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.

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.