

PATTONVILLE SCHOOL DISTRICT

EPS Code: CDO-R

District Code: New

Administrative/Program Director Work Year/Vacation

All district administrators are on a 12-month contract (July 1 through June 30). Administrators/program directors receive 20 days of vacation each year with the exception of elementary principals and assistant principals (elementary, middle, and high school), who receive 25 days of vacation.

In addition, administrators are entitled to winter and spring breaks providing school responsibilities and business do not require their presence during these periods, per the approval of Superintendent or designee. Program directors who qualify to receive the career floating holiday are eligible to receive one additional week, either winter recess or spring break, providing responsibilities and business do not require their presence during that period and contingent upon supervisor approval.

Vacation days may be carried forward to the next contract year with the written approval of the Superintendent provided those days carried forward are used prior to December 31 of the immediate following contract year.

Scheduling of Time Off

Each year, on or about June 1, all administrators will submit a tentative vacation schedule to the Superintendent of Schools. Scheduling of time off is subject to the Superintendent's or designee's approval. The Superintendent or designee will have discretionary power to make changes in schedules to provide for necessary services.

Holidays

Holidays for all administrators will include the legal holidays on which the District schools are closed and holidays for the entire District declared by the Board.

Emergency Closing

Administrators are expected to work during emergency closing of schools (i.e., inclement weather) unless approved otherwise by Superintendent or designee.

Adopted: July 13, 1982

Revised: February 25, 2003