

Administrative Regulation Topic DAYS OF WORK SCHEDULE For 10-, 10 ½-, and 12 Month Administrators	Adoption Date	Rescinds/Amends
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- A standard teaching contract for 186 days
- A 10-month administrator will work 20 more days than is required of a standard teaching contract
 $186 + 20 = 206$ contract days (*for 1998-99 – start, August 3; end, June 9*)
- A 10 ½-month administrator will work 30 more days than is required of a standard teaching contract
 $186 + 30 = 216$ contract days (*for 1998-99 – start August 3; end June 16 + 5 FLEX days during summer*)
- A 12-month administrator will work 260 days with 20 days vacation (exclusive of holidays). 1) The 20 days vacation can be taken any time during the calendar year; (these days must be approved and coordinated by the superintendent of schools to assure that proper administrative coverage can be provided to the district, and so all 12-month administrators do not take their vacation days at the same time); 2) all holidays that classified staff receive including: Labor Day, Thanksgiving, Christmas Day, New Years Day, Memorial Day, the Fourth of July, Good Friday, and two float days. Unused vacations days must be used by December 31st of the following year. The district will not reimburse administrators for vacation days not used before the cut-off date.
- District administrators are eligible for all of the same types and number of days as is defined within the negotiated agreement with the NCEA, with the exception of professional leave. Those types of days are: sick leave, bereavement leave, personal leave.
- The number of days of professional leave allowed for national meetings is subject to the approval of the superintendent of schools.
- All 10- and 10 1/2 –month administrators are eligible to receive the same “comp” days off as is the teaching staff if the administrator(s) are involved in parent-teacher conferences.
- On an annual basis the Personnel Director shall create a workday calendar (start and end of contract) for all 10- and 10 ½-month administrators.
- Deviations from the workday calendar must be approved by both the building administrator and the superintendent of schools.