

Background

Principals and Associate Principals are required to work beyond the regular school year, including preparing for school start-up and school closing. The Division recognizes these administrative responsibilities and time commitments.

Procedures

1. Principals and Associate Principals excluding the Alberta Distance Learning Centre and Vista Virtual School:
 - a. Days-in-lieu will not exceed five (5) school days in any one given school year;
 - b. Principals require the Superintendent's approval to use days-in-lieu;
 - c. Associate Principals require their Principal's approval to use days-in-lieu;
 - d. Days-in-lieu may not be used to extend Christmas, Easter, Spring Break or Summer holiday breaks;
 - e. Days must be coordinated internally so that not all administrators are away at the same time.

2. Administrators in the Alberta Distance Learning Centre and Vista Virtual School:
 - a. Shall be granted non-work days throughout the calendar year;
 - b. Non-work days must be coordinated internally so that not all administrators are away at the same time.