

Administrative Procedure 434

Human Resources

PRINCIPAL AND ASSISTANT PRINCIPAL LIEU TIME

BACKGROUND

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

PROCEDURES

1. Principals and Assistant Principals

- 1.1 All principals are allowed lieu time leave up to and including four (4) days in any one school year. All assistant principals are granted up to and including two (2) days of lieu time in any one school year. Principals require the superintendent's approval to use lieu time.
- 1.2 Assistant principals require their principal's approval to use lieu time.
- 1.3 Lieu time may not be used to extend Christmas, Easter, Spring Break, summer or any other holiday break.
- 1.4 Days must be coordinated internally so that no more than one administrator is away at a time.
- 1.5 Days of lieu time for principals and assistant principals must be taken prior to June 30th of each school year at a time mutually agreed upon by the principal and/or superintendent.
- 1.6 Requests to take days of lieu time during June must be submitted to the superintendent before April 30th of each year.
- 1.7 Lieu time not used by the end of the school year are lost and not paid out under any circumstances.
- 1.8 Principals and assistant principals are not required to be present at schools during the July workdays; however, at least one administrator must be on call and available to attend as required.

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