

Administrative Procedure 435

Vacation Allowance—Principals and Vice-Principals

Background

The District acknowledges the many ongoing tasks for which principals and vice-principals are responsible. Their leadership extends beyond the school and into the school community, and extends beyond the regular school year calendar. Principals and vice-principals, (or a designated Family of Schools Principal) are responsible for their schools during holidays and summer.

For this reason, the District believes that it is important for these school leaders to have clear directions about their vacation allowance.

Procedure

- 1 Principals/vice-principals will work the school year as defined by the District's school year calendar(s). In addition, principals/vice-principals will be expected to work ten (10) additional days, excluding statutory holidays, five (5) following the end of the school year and five (5) prior to the commencement of the following school year. All other days during the summer shall be deemed to be vacation. Any variation to this schedule will require prior written approval of the Superintendent.
2. Principals who are taking courses in the summer shall consult with the Director of Education or designate if these courses will occur during the time when they are expected to be in the school.
3. The principal, in consultation with the supervisory officer designated to the area of schools by the Director of Education shall schedule the work that is planned for the summer.
4. Under special circumstances such as where the principal has worked during what should have been vacation days, and with the approval of the Director of Education or designate, a principal may be permitted to take a vacation of no more than one week when school is in session. Such approval shall take into account the needs of the school, school community, and the individual.

Legal Reference

Education Act S. 265

Ontario Regulation 298—Operation of Schools S. 11; S. 12