

# Administrative Procedure 434

## Human Resources

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### ADMIN TIME IN-LIEU

#### 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 Days-in-lieu will not exceed five (5) school days in any one given school year for a principal and three (3) school days in a given school year for an assistant principal.
- 1.2 Principals require the superintendent's approval to use days-in-lieu.
- 1.3 Assistant principals require their principal's approval to use days-in-lieu.
- 1.4 Days-in-lieu may not be used to extend Christmas, Easter, Spring Break, summer or any other holiday break.
- 1.5 Days must be coordinated internally so that not all administrators are away at the same time.
- 1.6 Lieu days for principals and assistant principals must be taken prior to June 1 of each school year at a time mutually agreed to by the principal and/or superintendent.
- 1.7 Lieu days not used by the end of the school year are lost and not paid out under any circumstances.

**Date of Adoption:** November 17, 2021  
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