

# AVON GROVE SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: WORK DAY/WORK YEAR

ADOPTED: SEPTEMBER 19, 2000

REVISED: April 22, 2004  
April 28, 2011

<p>1. Purpose</p> <p>2. Guidelines</p>	<p style="text-align: center;">337. WORK DAY/WORK YEAR</p> <p>The work day and work year for administrative employees shall be governed by this policy.</p> <p>Administrators are required to work a minimum of eight (8) hours a day (normal work day) which excludes a 30 minute lunch.</p> <p>Administrators are required to work beyond the normal work day whenever it is necessary to complete scheduled or non-scheduled activities/appointments. Evening activities (P.T.A.'s, student activities, etc.) are included in this section.</p> <p>Administrators will be provided compensatory time for work beyond the normal work day through a reduced work day during the summer (summer hours). Administrators may receive compensatory time during the period between Christmas and New Year's Day, as set forth in the Management Compensation Plan.</p> <p>Building level administrators are required to notify Central Office on the day of absence if they are absent from work due to illness or family illness.</p> <p>Administrators are to request permission from the Superintendent whenever a deviation from the normal work day is necessary.</p> <p><u>Vacations</u></p> <p>Vacation time will be granted as noted in the Avon Grove School District Management Compensation Plan.</p> <p>Eligible employees must make a request for scheduled vacation to the Superintendent at least two (2) weeks in advance of the desired start date. Special consideration shall be given to emergencies. All vacation schedules are subject to final approval by the Superintendent.</p> <p>Vacations will normally be scheduled at times when they will not interfere with the normal operation of the school. Building level administrators may take ten (10) days</p>
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337. WORK DAY/WORK YEAR

<p>School Code 1154</p>	<p>of vacation during the school year, but in no case may more than five (5) consecutive days of vacation be granted while pupils are in attendance at school for building administrators.</p> <p>No more than one (1) principal/assistant principal per building may use a vacation day on the same day during the regular school term when school is in session.</p> <p>An employee who anticipates termination of employment in this district may take accrued vacation prior to the termination date with proper approval as noted. Payment for accrued vacation may be made to the estate of a deceased employee or to a retiring employee.</p>
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