

Administrator Calendar Contract Guidance 2024-2025
Updated September 2024

This document is intended to provide guidance related to contract duration and working days.

This contract structure is intended to balance the autonomy that Administrators are entrusted with to manage their work schedule, with the needs of the district to have a defined start date for planning purposes, and to ensure Administrator availability through the end of the school year. It is also our goal that this model encourages Administrators to plan for and take time off that is so important to maintaining healthy work-life balance.

Knowing that we have a variety of school calendars active each year and the work often dictates when an Administrator should be at work, the ten (10) and eleven (11) month contracts are not intended to provide direction regarding the specific days on the calendar that an Administrator should be “off”. Administrator will work their required contract days spread out over the contract year. For example:

- Ten (10) month Administrator contracts are based on 208 days.
- Eleven (11) month Administrator contracts are based on 229 days. They receive eighteen (18) days of vacation per contract year.
- Twelve (12) month Administrators will work with their supervisor to identify twenty (20) days of vacation time during the year (July 1 – June 30). The contract is based on 250 days.

In planning for this time, please keep in mind some important guidelines.

- All Administrators are expected to work on the day identified each year as the “first day for Administrators” unless exceptional circumstances prevent it and are approved by the Administrator’s supervisor.
- Non-contract and paid time off should be scheduled throughout the year so that Administrators are working through the end of the school year.
- Non-contract and paid time off time should be scheduled in a way that minimizes impact to students and should coincide with scheduled breaks whenever possible.
- Paid time off should be scheduled on contract days.
- Paid time off is credited at the beginning of each contract year. The full days of vacation and sick leave are not earned until the employee has completed the entire year. If the employee leaves the system before all of his/her vacation or sick leave is earned, and has used more than earned at that point, a payroll deduction will be made for the unearned portion of the used leave.
- Working during time that you’ve previously identified as non-contract or paid time off time, should be limited to those situations where it is essential that you work. For example, working during July to finalize hiring would justify using contract time. A change to your annual calendar while going in to reorganize and clean out your office would not constitute contract time.
- The district recognizes that the role of an Administrator may require work outside of what is thought of as typical work hours (i.e. weekends). While by definition exempt employees are exempt from overtime and comp-time, if a specific situation arises and you would like to



alternate your work schedule to accommodate this need, please work with your supervisor to determine the feasibility of your request, arrange for coverage in your absence if necessary, etc.

Tools to Assist

- Administrator Annual Calendar – Provides a snapshot of the school and work days available in each month based on your school’s specific calendar type (i.e. Balanced, Incline, etc.). Filled out at the beginning of each year, this document allows you to plan for the days you’ll be taking non-contract and paid time off (if applicable to your contract).
- Request for Time Off - This form can be used to document any paid time off and any variances to non-contract days (if applicable) from the calendar submitted at the beginning of the year. This form should be submitted to your supervisor. Please keep in mind that non-contract and paid time off time are subject to approval.
- Timecard Online – By submitting attendance entries with each pay period we are able to maintain accurate system reporting. Each pay period, non-contract time and paid time off used during that pay period should be entered into Timecard Online using the payroll codes noted below. Please note that if attendance adjustments are submitted after the pay period has been processed (Amended Supervisor Time Entry Report), these will show as adjustments and will not be reflected on the dates they occurred.
 - o Non-Contract – 3638
 - o Vacation – 3617
 - o Sick – 3601
 - o Personal Business Leave – 3639
 - o Admin Leave – 3637

Available Paid Time Off- (In Accordance with Article 10 of WSPA, based on a full contract for the year)

- 10 Month Administrator- 208 contract days
 - o Sick Leave- 15 days per contract year
 - o Personal Business Leave- 2 days per contract year to be deducted from accumulated sick leave
 - o Administrative Leave- 6 days per contract year, to be accumulated over consecutive contract years to a maximum of 8.
- 11 Month Administrator- 229 contract days
 - o Sick Leave- 15 days per contract year
 - o Vacation Leave- 18 days per contract year, to be accumulated over consecutive contract years to a maximum of 45 days.
 - o Personal Business Leave- 2 days per contract year to be deducted from accumulated sick leave
 - o Administrative Leave- 6 days per contract year, to be accumulated over consecutive contract years to a maximum of 8.
- 12 Month Administrator- 250 contract days
 - o Sick Leave- 15 days per contract year



- Vacation Leave- 20 days per contract year, to be accumulated over consecutive contract years to a maximum of 45 days.
- Personal Business Leave- 2 days per contract year to be deducted from accumulated sick leave
- Administrative Leave- 2 days per contract year, to be accumulated over consecutive contract years to a maximum of 8.

The Process

- Each Administrator will complete, and provide to their supervisor for approval, an Administrator Annual Calendar indicating any non-contract days and paid time off (if applicable) that will be used during the upcoming school year. **For the 2024-25 school year, please plan to submit this information to your supervisor no later than June 28, 2024.**
- If a change to the planned time submitted on the Administrator Annual Calendar is necessary or a sick day occurs (if applicable), submit a Request for Time Off form to your Supervisor. Please keep in mind that non-contract and paid time off are subject to approval.
- Each pay period, Timecard Online should be updated to reflect the non-contract and paid time off used during that pay period.
- Supervisors should verify Timecard Online entries against the Administrator Annual Calendar and approved Request for Time Off forms when certifying payroll.

Frequently Asked Questions

If Back-to-School Kick Off is scheduled in July, how does that affect ten (10) and eleven (11) month contracts?

- Administrators are to work the required contract days spread out over the contract year. If the return to work is scheduled for late July, that should be noted as contract time on your Administrator Annual Calendar and you'll work with your supervisor to identify other days during the year that will be non-contract or paid time off (if applicable) as well.

If I don't work on a district recognized holiday does that count toward my non-contract time?

- When you are completing your Administrator Annual Calendar you'll enter an "N" (non-contract) or "V" (Vacation/ "paid time off") on the dates that you won't be working. You do not need to mark "N" or "V" on district recognized holidays even though you won't be working on those days. These days are already marked with an "H" on your calendar.

I'm a 12-month employee. Outside of my vacation/ "paid time off" time does this mean I'm expected to work every day?

- As described above, the district recognizes that the role of an Administrator may require work outside of what is thought of as typical work hours (i.e. weekends). If a situation arises and you would like to alternate your work schedule to accommodate this need, please work with your supervisor to determine the feasibility of your request, arrange for coverage in your absence if necessary, etc.



I'll be mindful to schedule my non-contract and/or paid time off (if applicable) during scheduled breaks but there may be situations where I need to schedule outside of this time, when students are in session. Since I don't have an Assistant Principal in my building, should I assume that my requests will be denied?

- Knowing that the majority of Administrators don't want to be out of their buildings when students are present, supervisors are encouraged to work with Administrators in these situations to identify coverage solutions. Administrators are also encouraged to have these solutions identified and in place even when there isn't a specific request to be considered because you never know when an emergency or unexpected situation could arise. Understanding is also appreciated for those requests that can't be approved due to practical considerations, safety concerns, unexpected issues, etc.

I've never had to document my non-contract time in Timecard Online before, why do I have to now?

- With this change in structure comes the perfect opportunity for a change in process that will eventually allow us to utilize the system for reporting purposes. It's also important that this information be centrally stored as opposed to only existing in paper form in an individual's possession in case there are ever questions in the future.

I have additional questions. Who should I contact?

- Please contact the HR Technician assigned to your school.