

### **ADMINISTRATIVE WORK CALENDAR GUIDELINES**

1. Administrators may not count in-town work on Saturdays and Sundays during the academic year.
2. Saturdays or Sundays may be counted if administrators are supervising students on out-of-district trips.
3. Administrators may not count more than one day in a 24 hour period.
4. Work calendars promote accountability within a trust environment. Flexibility is the intent.

**End of Dickinson School District #1 Administrative Regulation CABD-AR2**