

## ADMINISTRATIVE WORK CALENDAR GUIDELINES

1. Administrators may not count more than one day in a 24 hour period. Days will be calculated on quarter day increments during the regular work day (e.g., 2 hours =  $\frac{1}{4}$  day, 4 hours =  $\frac{1}{2}$  day, 6 hours =  $\frac{3}{4}$  day, 8 hours = a full day).
2. Administrators may not count in-town work on Saturdays and Sundays during the academic year unless attendance is required according to their job duties.
3. Saturdays or Sundays may be counted if administrators are conducting school business out of the district.
4. All requests for leave should be submitted in a timely manner.
5. Work calendars promote professional accountability.