

## Reporting and tracking leave for principals.

1. All absences for personal, bereavement, or sick leave must be reported in AESOP providing the reasons for the absence. Absences of more than 1/2 day for professional leave outside the District must be reported. On those days when an administrator is out of the building but attending meetings in the District no report is necessary.
2. In addition, when principals plan to take personal leave they are to notify the Superintendent as much in advance as possible.
3. Principals are expected to work the contract days on the adopted work calendar unless arrangements are made in advance with the Superintendent via email or via phone and confirmed via email/text. Principals are directed to avoid plans to trade days in June for days in July during the first 2 weeks after school releases in the spring and in August.
4. Once the school calendar is set for work days all administrators have an obligation to be at work on the days scheduled. District Administration designates several days in early June and August as "no leave" days during which all administrators would be expected to be in attendance barring emergencies.