

**MANAGEMENT LEADERSHIP TEAM/ADMINISTRATIVE EMPLOYEES**

**SUBJECT: Salary Schedule, Work Year, Vacation and Holidays**

2023-2024 WORK YEAR

Position	Base Work Year	Vacation and Recess	Net Work Days
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Administration

Assistant Principal – High School Coordinator II Director Principal – Adult/Alternative Ed. Principal – High School Principal K-8	July 1 – June 30	A	223
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Principal – Middle School Assistant Principal – Adult/Alt. Ed.	July 5 – June 12	B	215
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Assistant Principal – Elementary School Assistant Principal – K-8 Assistant Principal – Middle School Coordinator I Principal – Elementary School	July 17 – June 11	B	206
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WORK DATES

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Assigned work periods exclude weekends and holidays.

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SCHOOL RECESSES

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Assigned work periods for positions coded B exclude the Thanksgiving, Winter, and Spring school recesses except as noted otherwise.

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HOLIDAYS

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July 4; September 4; November 10, 22, 23, 24; December 22, 25, 29; January 1, 15; February 12, 19; May 27;  
June 19.

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ANNUAL COMPENSATION

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Total annual compensation is determined by multiplying days of work required under the net work days column by the daily rate from appropriate salary schedule placement. Vacation days are excluded in determining annual compensation.

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VACATIONS

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Positions coded A are 12 month work year positions entitled to annual vacation as provided by Board Policy. Net work days are listed for computation of annual rates for positions compensated by the daily rate schedule. Net work days would be actual non-vacation days worked if earned vacation was fully used during the year earned.

Positions coded B do not earn vacation.