



Procedure HR - #12

Title: **PRINCIPAL/VICE-PRINCIPAL WORK YEAR**

Adopted: June 2026

Reviewed:

PURPOSE

The purpose of this procedure is to provide details on actions to be taken in order to maintain a safe, caring and accepting school environment.

GUIDING PRINCIPLE

1. These procedures are established to ensure that the Principal and Vice-Principal are available to fulfill their leadership responsibilities while maintaining a balanced approach to workload and time off.

PROCEDURES

School Year Work Requirement

2. The Principal and Vice- Principal shall work the school year as defined by the Board's school calendar.

Additional Work Requirements

3. The Principal and Vice- Principal shall be available for up to five (5) weekdays following the last day of school.
4. The Principal or Vice- Principal shall be present in the school for each of the five (5) weekdays in the last week prior to the Labour Day weekend.

Emergency and Additional Responsibilities

5. The Principal and/or Vice- Principal may be required to respond to school emergencies. The Principal and Vice- Principal may be expected to undertake responsibilities reasonably associated with their role as necessary outside the school calendar year.

Time-Off Considerations

6. The Board shall make best efforts to ensure a reasonable period of consecutive time off for the Principal and Vice- Principal.

Dispute Resolution

7. Any issues related to the work year will be resolved through the dispute resolution process listed in their Terms and Conditions.