

# PPS LICENSED ADMINISTRATORS SWAP DAYS REQUEST FORM

Name:	School/Department:
Supervisor:	Date:

*This is to certify how I plan to swap work days this year (up to 5) in exchange for taking additional non-instructional days and/or days during the summer vacation window.*

Days that are eligible to be swapped include full days worked during winter and spring breaks, full days worked on district down days, and full days worked when required to support a school or district sponsored activity outside the regular work calendar. Statutory holidays and weekends when administrator attendance is not required at a school sponsored day long activity are not eligible to be swapped for more summer break time.

**I plan to work the following days that are not within the regular work calendar:**

Total Number of Days to be added onto time off during non-instructional days and/or within the regular Summer Vacation Window: \_\_\_\_\_ (up to 5 Total)

**Summer Break Reminder:** Summer break will begin each July 1 (the Superintendent will determine the day all administrators need to return in August each year) 230 day Administrators are regularly scheduled to have 12 days off during the flexible vacation window, 225 day Administrators are scheduled to have 17 days off. 215 day Administrators are schedule to have 27 days off. Up to an additional 5 days can be swapped for the days worked as defined above.

**I plan to take the following days off during non-instructional days and/or within the Summer Vacation window (can be changed, please submit an updated form to keep your supervisor apprised)\***

\*Retiring licensed administrators who choose to swap days must take their additional days off by June 30 (the last day of their contract year e.g., Retiring 7/1/10 must use any swap days by June 30, 2010)

<b>Authorized Signatures</b>	
Employee Signature:	Date:
Supervisor Signature:	Date: