

Licensed Administrator Swap Day Eligibility and Process

The Superintendent and PAPSA have agreed to give Licensed Administrators (Principals, Program Administrators and VPs and APs) the flexibility to work up to 5 days outside of the traditional work year calendar in exchange for taking up to 5 additional days off during non-instructional days and/or during the summer vacation window. This was effective for the 08/09 school year and going forward.

Eligible Days to Swap:

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.

Use of Swap Days:

Licensed administrators can take up to 5 swap days off during non-instructional days and/or during the summer vacation window*. The official vacation window will again begin on July 1, 2010 - we plan to stick to July 1 as the opening date of the vacation window going forward.

*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)

Process:

Licensed Administrator should communicate with their supervisor (Deputy Superintendents (DS) and Principals) what their plans are for the year. We have asked Deputy Superintendents (DS) and Principals to track when their staff will be working outside of the traditional work year and when they plan to use their swap days. DS need to approve when the swap days will be used. Principals should follow the same process with AP/VPs within their building to ensure that vacations are coordinated and that the building has adequate coverage in the summertime. Everyone of course is responsible for completing any required work before they go on vacation. This is merely a communication process, there is no time coding required on time documents.

Tracking Form:

Attached is a form that can be use to track the swap days. People can change their plans as needed of course and just keep their supervisor in the loop. HR is not involved in this process. The eligibility, process and tracking document were created to ensure that everyone is following the same practice of communicating their plans. The swap day tracking form will live on the HR website in the leave requests forms area. We hope licensed administrators find that this new system gives them greater flexibility to balance their work and family obligations.