

# Intradistrict Communication

DATE: July 8, 2025

TO: All Principals, Directors and Supervisors

FROM: John Larsen, Business Administrator  
Sarah Palmer, Director of Payroll

SUBJECT: DP375 – Vacation Schedule for Administrative Personnel

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Clarification of administrator vacation days carryover:

- Administrators receive 20 frontloaded vacation days on July 1<sup>st</sup> of each year. These frontloaded days are earned throughout that current year.
- Administrators may carryover up to 20 earned vacation days from the previous year. Any earned days over 20 not used by December 31<sup>st</sup> of each year will be forfeited.

Therefore, as of December 31, 2025, any unused vacation days above 40 days will be forfeited. These 40 days consist of the 20 days that were frontloaded on July 1, 2025 for the 2025-26 year, as well as up to 20 unused earned days that were allowed to be carried over from the previous 2024-25 year.