

Intradistrict Communication

DATE: October 17, 2023

TO: All Principals, Directors and Supervisors

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

SUBJECT: DP375 – Vacation Schedule for Administrative Personnel

Clarification of administrator vacation days carryover:

- Administrators receive 20 frontloaded vacation days on July 1st 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 31st of each year will be forfeited.

Therefore, as of December 31, 2023, any unused vacation days above 40 days will be forfeited. These 40 days consist of the 20 days that were frontloaded on July 1, 2023 for the 2023-24 year, as well as up to 20 unused earned days that are allowed to be carried over from the previous 2022-23 year.