

PERSONNEL

Principal/Vice-Principal Standard Work Year – Procedure

1.0 Objective

- 1.1 It is the purpose of this procedure to provide direction on the Standard Work Year for Principals/Vice-Principals aligned with the Terms and Conditions.
- 1.2 The Standard Work Year shall be the School Year calendar of the school or the board, as applicable (“School Year”), and up to 15 additional workdays immediately prior to or after the School Year as necessary to ensure that school is ready for opening at the commencement of each school term and closed properly at the end of the School Year (“Standard Work Year”). Commencing July 2025, the Principal/Vice-Principal work year will be July 1 to June 30.
- 1.3 It is understood that Principals/Vice-Principals may be expected to respond to school emergencies and to take on responsibilities reasonably associated with their role, such as but not limited to: Directors’ Meetings; training; hiring; or matters that arise at the school during the Work Calendar Year. These responsibilities shall not depart dramatically from past practice within the sector. No additional compensation will be owed in respect of such responsibilities.
- 1.4 Each Principal/Vice-Principal shall have time-off during summer break as defined by the School Year. Such time-off is in addition to paid holidays, including board holidays as outlined in the school year calendar. The school board shall make best efforts to ensure a reasonable period of consecutive time-off and that work outside of the School Year is assigned in a fair and equitable manner.
- 1.5 This procedure is to be interpreted and applied in accordance with the District’s commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible, and free from discrimination and harassment consistent with the DDSB’s Indigenous Education Policy, the Human Rights, Anti-Discrimination and Anti-Racism Policy (the “Human Rights Policy”), and the Safe and Respectful Workplace and Harassment Prevention Policy.

2.0 Definitions

In this procedure,

- 2.1 Standard Work Year – The Standard Work Year shall be the School Year Calendar and up to 15 additional workdays immediately prior to or after the School Year.
- 2.2 School Year – The School Year will be defined as the School Year calendar of the board as approved by the Ministry of Education.
- 2.3 Work Calendar Year – Effective July 1, 2025, the Work Calendar Year for Principals/Vice-Principals will start July 1 and end June 30.

3.0 Procedure

- 3.1 The Principal/Vice-Principal, in the role of instructional leader, will attend to their duties during the time when school is in session, as defined in the Education Act, and such other times as are necessary to ensure the effective and efficient operation of the school and/or to meet system needs. The Principal/Vice Principal will ensure that the school is ready for opening at the commencement of each term and that it is closed properly at the end of the School Year.
- 3.2 Principals/Vice-Principals will be required to attend to their duties related to the closure of the school including any other responsibilities identified by the Director of Education at their assigned location in-person for five (5) working days following the last scheduled school calendar day inclusive of any statutory holidays. Principals/Vice-Principals may request to work remotely on one of the five (5) days with approval from their supervisor.
- 3.3 Principals/Vice-Principals will be required to attend to their duties related to the opening for the school and any other responsibilities as identified by the Director of Education at their assigned location for a two-week period leading up to the commencement of the School Year. Board-designated holidays that fall within the two-week period are considered workdays. The week before Labour Day (Monday to Friday) will be in-person. Principals/Vice Principals may use their discretion on what portion of the day they work in-person on the Friday prior to Labour Day.

Mandatory New to the Role Professional Learning for Principals/Vice Principals that occur within the two weeks before Labour Day will be in-person.

- 3.4 In reference to 3.2 and 3.3, Principals/Vice-Principals may request to adjust the schedule of workdays with approval from their supervisor.
- 3.5 Principals/Vice-Principals from Continuing Education and Education Community Partnership Programs (ECP) will engage in a collaborative conversation with their Superintendent to ensure they also have the same number of days of time-off (July and August) throughout the year (July 1 to June 30) noting the full year nature of the programs. Additional compensation may be approved by the Superintendent if the number of time-off days is less than the annual allocation.
- 3.6 Principals/Vice-Principals leading under a Modified School Year Calendar, will engage in a collaborative conversation with their Superintendent to ensure they also have the same number of days of time-off (July and August) throughout the year (July 1 to June 30) noting the structure of the modified school year calendar.
- 3.7 Principals and Vice-Principals hired for summer programs or summer school will be compensated for these roles. They will not be required to work additional days beyond those outlined in this procedure, but they will be expected to fulfill any responsibilities related to their regular Principal or Vice-Principal roles during the summer. Additionally, the number of days off may vary depending on the specific assignment they accept.
- 3.8 Notwithstanding, 3.2 and 3.3, Principals/Vice-Principals will be responsive to school emergencies during the summer months as per past practice.

Effective Date

2025-02-25