

## TO BE PRINTED ON REVERSE OF ADMINISTRATOR SALARY SCHEDULE

- **Work year**

The minimum number of workdays for each management position is recorded on the face of this salary schedule. A calendar of the actual beginning and ending dates of the work year for managers working less than twelve (12) months is available in the District Human Resources Office. Twelve-month managers have a work year of 224 days. The remaining workdays, excluding established holidays, are vacation days in a paid status. No more than twenty-two (22) days of vacation may be carried over from one year to another. Unused vacation beyond the accumulated limit is lost and may not be reinstated unless the Superintendent determines that extenuating circumstances prevented the days from being used. Vacation shall be taken at a time mutually agreed upon by the manager and his/her supervisor.