

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 11
August 26, 1988

SUBJECT: DUTY HOURS AND VACATION FOR PRINCIPALS

- I. Duty hours--community adult school principals
- II. Duty hours--regional occupational and skills center principals
- III. Vacation time for A basis principals

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

I. DUTY HOURS--COMMUNITY ADULT SCHOOL PRINCIPALS

- A. The assignment of community adult school principal is eight hours per day, five days a week.
- B. Under normal circumstances, the community adult school principal shall be on duty from 1 to 10 p.m., Monday through Thursday. The duty hours for Friday may be adjusted with the approval of the appropriate Administrator, School Operations Unit.
- C. On a day requiring supervision of classes earlier than 1 p.m., the principal may be off duty an equal amount of time between 1 and 6 p.m. providing that a minimum of eight hours (including four hours from 6 to 10 p.m.) is served. The supervision schedule for morning classes shall be calendared with the school secretary on the previous day.
- D. When school-related business requires a principal to be absent from school during duty hours, the school secretary shall be kept informed of the whereabouts of the principal.
- E. The dinner hour shall be taken at a time that will allow the principal to be at school from 6 to 10 p.m.
- F. All adult school school offices shall be closed at 10:00 p.m.

II. DUTY HOURS--REGIONAL OCCUPATIONAL AND SKILLS CENTER PRINCIPALS

- A. The assignment of a regional occupational and skill center principal is eight hours per day, five days a week.
- B. Under normal circumstances, a regional occupational or skills center principal may be on day shift duty from 7:30 a.m.-4:30 p.m. or evening shift duty from 1:00-10:00 p.m., Monday through Thursday. The duty hours for Friday may be adjusted with the approval of the appropriate Administrator, School Operations Unit.
- C. When center-related business requires a principal to be absent during duty hours, the secretary shall be kept informed of the whereabouts of the principals and phone numbers so that contact may be made.
- D. Dinner hours are to be taken when classes are generally not in session. Plan to return to campus before evening classes begin.
- E. Offices are to close in the evenings as soon as possible after all teachers have checked out following their assigned hours.

III. VACATION TIME FOR A BASIS PRINCIPALS (Reference: Board Rule 4647)

- A. Vacation may be taken only with the prior approval of the Superintendent to whom the principal reports.
- B. It is the direct responsibility of the principal to be present when school is in session. Vacations generally should be taken during school holidays or when school is not in session.
- C. Exceptions to the policy of taking vacations only during school holidays or when school is not in session

are:

1. One-day or half-day vacations may be taken occasionally.
2. Extremely unusual vacation opportunities may be granted.
3. Vacations to meet residency requirements of approved doctoral programs may be granted.

For assistance, please telephone Loretta Walker or Guadalupe Reyes, Administrators, School Operations Unit, at (213)625-6642.

**APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education**

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