



Principal and Vice Principal Work Year

#300.39

Adopted:	May 2025
Last Reviewed/Revised:	NEW
Responsibility:	Superintendent of Education
Next Scheduled Review:	2027

POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) recognizes that all staff have a right to disconnect from work outside of the employee’s normal working hours. The Board supports and encourages a healthy workplace and work-life balance and therefore is committed to fostering a workplace where principals and vice-principals can maintain a healthy work-life balance.

APPLICATION AND SCOPE:

This policy applies to all principals and vice-principals. This policy defines the parameters for scheduling work for principals and vice-principals outside of the School Year as set out under Part A of the Principal and Vice Principal Terms and Conditions of Employment 2023-2027. Effective July 1, 2025, the Work Calendar Year for principals and vice-principals shall be July 1 to June 30. The Standard Work Year is the sum of the School Year Calendar and up to an additional 15 days immediately prior to or immediately after the School Year (excluding statutory holidays).

Principals and vice-principals are required 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, and matters arising at their 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.

Each year, the Board will make every effort 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.

The Board will make every effort to notify principals and vice-principals of any Board-led initiatives that are required outside of the school year no later than May 1.

The Standard Work Year may be different where principals and vice-principals work on alternative schedules.

Additional responsibilities for night school, summer school and continuing education shall be eligible for additional compensation, consistent with the local terms and conditions and board policies where applicable.



REFERENCES:

- Policy 300.27 - Right to Disconnect
- Policy 600.01 - Electronic Communications and Social Media
- Policy 600.02 - Information and Communications Technology Use
- Elementary and Secondary Principals/Vice-Principals Terms and Conditions of Employment
- Education Act
- Employment Standards Act, 2000

FORMS:

- N/A

APPENDICES:

- N/A

DEFINITIONS:

Work Calendar Year: The Work Calendar Year for principals and vice-principals is July 1 to June 30.

Standard Work Year: The Standard Work Year is the sum of the School Year calendar (194 days) and up to an additional 15 days immediately prior to or after the School Year (excluding statutory holidays).

School Year: Typically commences in September and concludes in June and is 194 days in accordance with the Provincial/Board School Year Calendar.