

Downey Unified School District

CERTIFICATED PERSONNEL

VACATIONS AND HOLIDAYS

MAR 4161

All certificated administrators who are allowed paid vacation days or entitled to non-contract days may carry forward a maximum of five vacation days or non-contract days to the following year with prior approval of the immediate supervisor.

All principals, assistant principals, and vice principals shall adhere to the administrative work year calendar as described in the Principal's Handbook. With prior approval from the immediate supervisor, however, non-emergency, non-contract days may be taken during the instructional year.