



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS      SOP #10  
OFFICE OF THE DISTRICT SUPERINTENDENT  
JAPAN  
Unit 5072 APO AP 96328-5072

PACIFIC

July 12, 2005

**MEMORANDUM TO ALL SCHOOLS**

**SUBJECT: Administrator Leave/School Coverage/Work Schedules**

The use of leave should normally be requested and approved in advance. If an illness or emergency situation prevents an administrator from doing this, he or she should contact the supervisor as soon as possible. Administrators should ensure that the DSO is notified early in the day when they are absent. An SF 71, Request for Leave or Approved Absence, is to be completed and submitted to the supervisor when requesting Sick Leave or Any Purpose Leave, (APL.)

Occasionally, school administrators are required to be away from the school site when it is necessary to attend training or meetings. When this absence is for a period of one full day or more, the administrator should communicate the absence and the plan for coverage to his or her supervisor.

Every effort should be made to provide coverage when administrators are away from the building. It is strongly recommended that principals and assistant principals not be out of the building at the same time. When this is unavoidable, or when there is no assistant assigned to the school, a staff member should be designated as the acting administrator. If coverage is needed for an extended period, the principal should once again coordinate with his or her supervisor to determine whether or not someone from the District should be detailed to the school.

Administrators are required to submit a calendar to their supervisor for the 222 days of work. This is to be done annually at the start of the school year and updated by the employee whenever changes are made.

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Bruce Derr  
Superintendent, Japan