



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT

SOP #4

JAPAN

Unit 5072 APO AP 96328-5072

PACIFIC

December 18, 2003

MEMORANDUM FOR JAPAN DISTRICT SCHOOL ADMINISTRATORS

SUBJECT: Fifty-nine Minute Rule

Principals have the authority to invoke the "fifty-nine minute rule" for their employees when doing so will not have an adverse impact on the school's mission. This rule is mainly in effect the day prior to a holiday. The granting of this should be used judiciously and centered on special events such as Thanksgiving, Christmas, or other holidays. This rule is not a right of employees. It should not be used to allow employees to compact their work day (for example – not taking a lunch and leaving early).

//original signed//

Bruce Derr

District Superintendent