



Principal and Vice-Principal Work Year

Date of Issue: February 2025
Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

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PURPOSE:

The Waterloo Catholic District School Board (WCDSB) recognizes the essential role that Principals and Vice-Principals play in the ongoing operation and leadership of schools throughout the year and respects the need for principals and vice-principals to maintain a healthy work-life balance. This administrative procedure establishes a framework for scheduling work outside of the School Year for Principals and Vice-Principals ensuring that their responsibilities are managed effectively and consistently.

REFERENCES:

- Education Act
- Memorandum of Settlement, Provincial Principal and Vice-Principal Terms and Conditions of Employment 2024

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

1. The Waterloo Catholic District School Board recognizes that under terms of the Central Agreement effective July 1, 2025, the Work Calendar Year for principals and vice-principals shall be July 1 to June 30 ("Work Calendar Year").
2. The Standard Work Year shall be the School Year calendar of the school or the WCDSB, as applicable ("School Year"), and up to 15 additional workdays immediately prior to or after the School Year.
 - a) A total of 5 additional working days, excluding Canada Day, shall occur immediately following the last day of each school year.
 - b) A total of 10 additional days shall occur prior to the commencement of each school year, excluding Labour Day.



3. WCDSB requires principals and vice-principals to take on responsibilities reasonably associated with their role during the Work Calendar Year, including but not limited to:
 - a) opening and closing the schools,
 - b) attending Directors' meetings,
 - c) training and professional development for principals and vice-principals,
 - d) hiring,
 - e) other matters that arise at the school or centrally during the Work Calendar Year.

4. Principals and vice-principals shall be eligible for additional compensation should they be appointed to supplementary assignments for night school, summer school, or any other continuing education programs.