

1 **Potomac Elementary**

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3 **ADMINISTRATION**

6141

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5 Employment Restrictions for Administrative Personnel

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7 The Board must give prior approval for time taken by the Principal from the regularly assigned
8 work schedules, for such paid activities as consulting, college teaching, lecturing, etc.

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10 The amount of time lost to the District will be, but is not restricted to being: deducted from
11 vacation time; granted as additional personal leave as specified by a written contract; or prorated
12 to a dollar amount to be deducted in the next regularly scheduled pay period.

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14 Time taken from the regularly assigned work schedule for non-paid activities shall follow the
15 format established above.

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19 Policy History:

20 Adopted on: March 14, 2011

21 Reviewed on:

22 Revised on: