

**STANDARD OPERATING PROCEDURE
PRINCIPALS TIME AND ATTENDANCE**

PURPOSE: To establish guidelines for Isles District Principals' Time and Attendance.

PROCEDURES:

1. The timekeeper at the Isles District Office prepares Time and Attendance for Isles District Principals using the DFAS Payroll Program.
2. Absence of the Principal (Sickness, APL, etc.) will be reported by the school office support staff to the District Office by 0900 on the day of the Principal's absence.
3. Principals will submit the annual 222-day plan to the DSO.
4. An SF71 completed by Principals must be submitted for all leave (i.e. SL, APL, Home Leave) for approval/disapproval by Superintendent or Assistant Superintendent.
5. SF71 will be faxed or e-mailed back to school upon approval/disapproval of leave.
6. Principals will submit their individual timesheets to the Isles DSO Executive Secretary by Wednesday prior to the end of each pay period.

CONTROLS

1. SF71 from Principal to Superintendent.
2. Annual 222-day plan from each Principal.
3. Principal timesheets.
4. DSO Time & Attendance Report per Pay Period.


Linda L Curtis
Superintendent