



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2011-2012 Winter Recess and District Shutdown Days

NUMBER: MEM-5669.0

ISSUER: Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: December 12, 2011

ROUTING
All Schools and
Offices

PURPOSE: The purpose of this Memorandum is to provide information to all schools and offices regarding the 2011-2012 winter recess and District shutdown days.

MAJOR CHANGES: None

INSTRUCTIONS: I. Background

For the past several years, the winter recess has included a shutdown period for most District staff. For this school year, the District shutdown period will be December 26, 2011 – January 2, 2012, which includes three holidays and three shutdown days. This memorandum informs A-Basis employees who are assigned to school sites and employees assigned to non-school sites (offices) and their administrators/supervisors on how this shutdown period is to be treated.

A. Schools will not be in session during Winter Recess as follows:

NOTE: Dates listed below are based on the instructional calendars only. Refer to the appropriate payroll calendar for various calendar options for each basis.

1. Single-Track Schools: December 19, 2011 – January 6, 2012
2. Three-Track Schools: December 23, 2011 – January 2, 2012
3. Four-Track Schools: December 19, 2011 – January 2, 2012
4. All Early Education Centers: December 26, 2011 – January 2, 2012
5. Balanced Traditional Calendar for approved Local District 2 Schools: December 19, 2011 – January 2, 2012
6. Early Start Calendar for approved Local Districts 1, 2, 5, and 6 Schools: December 19, 2011 – January 6, 2012



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B. Holidays

December 26, 2011 (Christmas Day), December 30, 2011 (alternate Lincoln Day), and January 2, 2012 (New Year's Day) are paid legal holidays for regular employees.

C. Shutdown Days

December 27, 28, and 29, 2011 (three days)

II. Schedule for A-Basis School Site Employees

A. December 27, 28, and 29, 2011 (Shutdown Days)

1. All schools and Early Education Centers will be closed on these days. Employees must use vacation on December 27, 28, and 29, 2011 (shutdown days), except as noted below.
2. All Early Education Centers and multi-track schools (except Track A) will reopen on January 3, 2012.

B. To the extent operationally feasible, A-Basis school based employees are encouraged to use vacation during additional non-holiday times that schools are not in session.

III. Schedule for A-Basis, Non-School Site Employees

A. All District offices will be closed from December 26, 2011 through January 2, 2012, and will reopen on January 3, 2012.

B. Offices will be closed or will operate with skeleton crews on shutdown days (December 27, 28, and 29, 2011), as determined by the site administrator. Except as noted below, unless needed to work as part of a skeleton crew, employees must use vacation on shutdown days.

NOTE: As provided in their collective bargaining agreement, A-Basis Unit D employees who are not needed at their own site may use vacation, take unpaid time, or request, in writing, to work at an open site on these days. Administrators should ensure that A-Basis employees in Unit D are notified of their options, and that these employees inform administrators of the option selected (especially in the case of request to work), no later than December 16, 2011.

Unit A (School Police) employees are not required to use vacation during the shutdown period.



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Unit E employees with accrued vacation earned *in prior years* must utilize these hours during the shutdown period. Employees with *current year's* vacation accrual only may choose to use vacation during the shutdown period; or may be assigned to work, only to the extent work is available at a maintenance area; or otherwise be unpaid.

**RELATED
RESOURCES:**

More detailed information regarding the various vacation provisions can be found in the applicable collective bargaining agreements, Board Rule 1990, and Personnel Commission Rule 812.

ASSISTANCE:

For assistance regarding payroll matters (e.g., calendar configurations for different bases, time reporting procedures, etc.), employees should contact their time reporter or supervisor/administrator.

For assistance with contractual issues, contact the appropriate Human Resources Representative or the Office of Staff Relations at (213) 241-6056.

For questions other than payroll matters, contact Personnel Research and Analysis at (213) 241-6131.