



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: 2015-2016 Winter Recess and District Shutdown Days

NUMBER: MEM-6608.0

ISSUER: Justo H. Avila, Chief Human Resources Officer
Human Resources Division

DATE: November 13, 2015

PURPOSE: The purpose of this memorandum is to provide information to all schools and offices regarding the 2015-2016 winter recess and District shutdown days.

MAJOR CHANGES: None

INSTRUCTIONS: I. Background

The winter recess includes a shutdown period for most District staff. The District shutdown period will be from December 25, 2015 – January 1, 2016 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 uniformly 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 21, 2015 – January 8, 2016
2. Multi-Track Schools: December 21, 2015 – January 1, 2016
3. Early Education Centers: December 25, 2015 – January 1, 2016

B. Holidays

December 25, 2015 (Christmas Day), December 31, 2015 (alternate Lincoln Day), and January 1, 2016 (New Year’s Day) are paid legal holidays for regular employees.

ROUTING
All Employees
All Locations



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C. Shutdown Days

December 28, 29, and 30, 2015 (three days)

II. Schedule for A-Basis School Site Employees

A. December 28, 29, and 30, 2015 (Shutdown Days)

1. All schools and Early Education Centers will be closed on these days. Employees must use vacation on December 28, 29, and 30, 2015 (shutdown days), except as noted below.
2. All Early Education Centers and our multi-track school (except Track A) will reopen on January 4, 2016.

- 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 25, 2015 through January 1, 2016, and will reopen on January 4, 2015.

- B. Offices will be closed or will operate with skeleton crews on shutdown days (December 28, 29, and 30, 2015), 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 Unit D employees are notified of their options, and that these employees inform their administrators of the option selected (especially in the case of request to work) no later than December 11, 2015. Please recall that most school-based Unit D clerical staff are E-Basis.

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, contact your Staff Relations Field Director for certificated employee questions, or your Senior HR Representative for classified employee questions.

For questions other than payroll matters, contact Personnel Research and Analysis at (213) 241-6356.