

TO: Principals, Assistant Principals, Classified Managers

FROM: Jacqueline DeHay, Director, HR-Classified
Deborah Coleman, Assistant Superintendent, HR

RE: **THANKSGIVING AND WINTER BREAK HOLIDAYS**

DATE: October 26, 2011

The holiday season will soon be upon us! The nearing of the Thanksgiving and winter breaks seem to always bring with them questions regarding employee work schedules during this time. Hopefully, this memo will assist you in answering anticipated questions.

CERTIFICATED STAFF:

All teachers are off contract for all days during the Thanksgiving and Winter breaks.
Site administrators follow their previously submitted calendar of work days as it applies to these breaks.
The principal shall determine any administrative coverage during this time.

CLASSIFIED EMPLOYEE SCHEDULES LINKED TO STUDENT YEAR:

(Note: Examples are instructional aides, food service assistants, bus drivers, campus supervisors)

Not part of work year

Thanksgiving week – unpaid (**no use of advanced vacation days permitted**)

(Note: Use of accumulated vacation time for permanent employees will result in an insufficient number of days to cover winter and spring breaks).

Winter break – use vacation (including advanced unearned vacation) time
(per collective bargaining agreement)

OTHER CLASSIFIED EMPLOYEES:

Part of regular work year

Thanksgiving week – encouraged to use vacation or personal business time

Winter break – per collective bargaining agreement, use vacation during
Winter/Spring breaks, with following exceptions:

- a) Mutual agreement of employee & supervisor for employee to work*
- b) Mutual agreement of employee & supervisor for employee to take unpaid time off*

* If mutual agreement not reached, the matter may be referred to the District & CSEA for resolution.

The District understands the importance of employees taking time off to spend with family and friends or just for general relaxation and rejuvenation. In order to more easily accommodate this, the District Office will be closed to the public during the week of December 26, 2011 - January 2, 2012.

DMC/JCD/amm

C: Cabinet