

BOARD AGENDA ITEM
September 24, 2013

SUBJECT:

Amendments to Policy GCD *Professional Staff Vacations and Holidays* and Policy GDD *Support Staff Vacations and Holidays* – **Final Reading**

BACKGROUND:

Approximately two decades ago in response to administrative concern over numerous staff members perennially taking days off at the start of holiday breaks in order to “extend” their time away from school, the Board authorized the administration to address a policy issue relative to this practice in order to curb the time lost for instructional time to students. Changes to policies related to vacations and holidays attempted to address those issues. However, due to utilization of the term “vacation” exclusively and the position of language intended to preclude this practice within the text of the relevant policies, there has continued to be an issue regarding the interpretation of what is and is not permitted. The Board approved these documents on First Reading at the September 10, 2013 meeting.

ADMINISTRATIVE CONSIDERATION:

This policy was intended to address all employees including teachers and support staff as well as year-round employees. Since twelve month employees are the only ones who earn vacation leave under School District contracts, an ongoing ambiguity has existed with these policies and many eleven month or less employees have taken the position that the policy is inapplicable to them. The Human Resources Department has been requested to address this issue and clarify the policies. The policies still leave flexibility for staff who may have legitimate reasons on occasion, but not as an annual practice, to extend time off at or near a break. That discretion remains and has not changed with these clarifications to the policies.

RECOMMENDATION:

Adopt on final reading the recommended amendments to Policies GCD and GDD in order to clarify the intended universal proscription for utilizing vacation or personal leave to “expand” holiday breaks which are part of the regular school year calendar.

ATTACHMENT:

Policies GCD and GDD as amended

PREPARED BY:

Tomiko Smalls and
William H. Burkhalter, Jr.

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Code **GCD** Issued **9/13**

Purpose: To establish the basic structure for professional staff vacations and holidays and certain limitations on personal leave.

School-year personnel and year-round personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for instructional staff members employed on a school-year basis.

- While school is in session, vacation or personal leave may not be used to extend holidays except for exceptional circumstances and only with approval of the principal and the appropriate academic officer (or other appropriate supervisory personnel for staff not located in a school).

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (12 months) and year-round instructional personnel will receive vacations and holidays as follows. Vacation time accrues on a monthly basis.

Vacations

- All 12-month employees with less than 12 years of service earn 10 vacation days per year.
- Twelve-month employees having 12 or more years of service earn 15 days of vacation annually.
- The district will give new employees credit for previous employment in computing time for experience levels. Such employees may count one year for every two years of educational work outside the district.
- Employees beginning work after July 1 will be allocated a prorated share of days rather than having a different anniversary date for the first year of employment.
- Employees may accumulate vacation days indefinitely.
- Upon retirement, resignation or dismissal for cause, 12-month employees may receive pay for their total days of accumulated vacation.

Holidays

New Year's Day (January 1)
Martin Luther King Day
President's Day
Good Friday
Spring Holidays (two days)

C-3 Attachment 1

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Memorial Day

Independence Day (July 4)

Labor Day

General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving Day (4th Thursday in November) and day after

Christmas (two days) (December 24th and 25th) [unless expanded by the Board during budget and calendar planning]

Administrative personnel and district office level personnel who are 12-month employees will observe the holidays as listed in this policy.

Vacation leave for retired employees rehired by the district on an at-will basis

Retired employees rehired to work with the district on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not accumulate vacation leave beyond a school year.

A retiree may request for advancement of up to five days of vacation leave not to exceed the maximum number of days allowed for the year. This request must be submitted to the associate superintendent for administration prior to the requested leave.

Adopted 5/13/75; Revised 8/10/76, 2/8/83, 9/9/86, 4/12/88, 7/10/90, 8/13/91, 11/26/91, 9/28/93, 3/28/00, 11/27/01, 5/23/06, 2/27/07, 2/7/12, 9/24/13

See Also: Policy GCC for additional information on personal leave

SUPPORT STAFF VACATIONS AND HOLIDAYS

Code **GDD** Issued **9/13**

Purpose: To establish the basic structure for support staff vacations and holidays and certain limitations on personal leave.

School-year personnel and year-round personnel

The school calendar, as adopted by the board, establishes the school recess periods and holidays for support staff members employed on a school-year basis as well as those working year-round.

- While school is in session, vacation or personal leave may not be used to extend holidays except for exceptional circumstances and only with approval of the principal and the appropriate academic officer (or other appropriate supervisory personnel for staff not located in a school).

Administrators and year-round personnel

Regular full-time administrators employed on a full-year basis (12 months) and year-round support personnel will receive vacations and holidays as follows. Vacation time accrues on a monthly basis.

Vacations

- All 12-month employees with less than 12 years of service earn 10 vacation days per year.
- Twelve-month employees having 12 or more years of service earn 15 days of vacation annually.
- Employees beginning work after July 1 will be allocated a prorated share of days rather than having a different anniversary date for the first year of employment.
- Employees may accumulate vacation days indefinitely.
- Upon retirement, resignation or dismissal for cause, 12-month employees may receive pay for their total days of accumulated vacation.

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General Election Day (even-numbered years) (1st Tuesday in November)

Thanksgiving Day (4th Thursday in November) and day after

Christmas (two days) (December 24th and 25th) [unless expanded by the Board during budget and calendar planning]

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Personnel who are 12-month employees will observe the holidays as listed in this policy.

Vacation leave for retired employees rehired by the district on an at-will basis

Retired employees rehired to work with the district on an at-will basis in a position that is eligible for vacation leave will begin their employment with no vacation leave. A retired employee in such a position will earn vacation leave consistent with the leave for the position. However, the retired employee will not accumulate vacation leave beyond a school year.

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See Also: Policy GDC for additional information on personal leave