



# LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** Admission Day/Labor Day Holidays, 2021

**NUMBER:** MEM-075300.2

**ISSUER:** Ileana Dávalos  
Chief Human Resources Officer  
Human Resources Division

**DATE:** August 27, 2021

**PURPOSE:** The purpose of this memorandum is to provide information regarding the observance dates and eligibility guidelines for Admission Day and Labor Day holidays for 2021. Attachment A issued by the Payroll Administration Branch will address time reporting instructions.

**MAJOR CHANGES:** This Memorandum replaces MEM-075300.1 dated August 20, 2020, issued by Human Resources Division. Dates have been updated for the 2021-22 school year.

**GUIDELINES:** The following guidelines apply.

## ROUTING

All Employees  
All Locations

### **I. Introduction**

The Board of Education has declared Friday, September 3, 2021, as the Admission Day holiday. The Labor Day holiday will be observed on Monday, September 6, 2021.

All schools and offices will be closed on Admission Day, Friday, September 3, 2021 and on Labor Day, Monday, September 6, 2021.

### **II. Holiday Pay for Certificated Employees**

Regular certificated employees whose regular assignment basis (A, B, or E) includes the Admission Day and Labor Day holidays will be eligible for holiday pay based on job and assignment hours (not to exceed eight hours each day).

### **III. Holiday Pay for Classified, Unclassified, Relief, and Temporary Employees**

Regular classified employees are eligible for holiday pay based on job and assignment hours (not to exceed eight hours each day) provided they are in paid status on the workday immediately before the holiday or the workday immediately after the holiday.



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Classified employees on a Z basis assignment are eligible for holiday pay for Admission Day if they were in paid status the workday immediately before the holiday or the workday immediately after the holiday.

Any regular classified employee (except those in Unit A, Unit H, or non-represented law enforcement personnel) who would be eligible for Admission Day holiday pay, but is needed for work, must be paid at the overtime rate for work on the holiday, not given compensatory time-off. Such compensation shall be at time and one-half for all hours worked, in addition to holiday pay, in accordance with the appropriate bargaining unit agreement or Personnel Commission rules.

Classified employees who are assigned to work on Admission Day and who are required to work on Admission Day (e.g., employees working on a special project which requires overtime) must be paid from resources within the budget of the employing local district, division, or branch.

Unclassified, relief, and temporary employees are not eligible for holiday pay. If required to work on Admission Day, such employees are to receive regular pay.

**RELATED  
RESOURCES:**

Attachment A –*Admission Day and Labor Day Holidays Time Reporting Instructions* issued by Payroll Administration Branch.

**ASSISTANCE:**

For assistance regarding payroll matters, employees should contact their time reporter or supervisor/administrator. Holidays are automatically generated based on calendar/work schedule and do not need to be time-reported with the exception of Adult Education employees and Home School teachers. Attachment A is available for time reporting instructions when an employee works on the holiday or reschedules the Admission Day holiday. If you have any questions about the information provided, please contact the Payroll Customer Services at [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net) or call (213) 241-2570; available Monday through Friday, from 8:00 a.m. to 4:00 p.m.

For assistance on other than payroll or time reporting matters for classified employees, contact Classified Employment Services Branch by email at [classifiedpersonnel@lausd.net](mailto:classifiedpersonnel@lausd.net).

For assistance on other than payroll or time reporting matters for certificated employees, contact the Office of Staff Relations at (213) 241-6056.



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Attachment A

**ADMISSION DAY AND LABOR DAY HOLIDAYS  
TIME REPORTING INSTRUCTIONS**

The Board of Education has declared Friday, September 3, 2021, as the Admission Day holiday. The Labor Day holiday will be observed on Monday, September 6, 2021.

Holidays are system generated and do not need to be reported with the exception of Adult Education employees and Home School Teachers. The instructions provided are for reporting employees who work on the holidays and/or reschedule the Admission Day holiday. Certificated employees are not eligible to work on Labor Day, Monday, September 6, 2021.

**CERTIFICATED C Basis Employees**

1. C Basis employees are not eligible for Admission Day and Labor Day holiday pay.
2. If not assigned to work, no action is necessary.
3. If asked to work on Admission Day, report work hours as RG in CAT2.
4. Follow the procedures below if an employee works additional time such as those described below.

Do **not** change the calendar for the following types of reporting:

- a. If the employee is a Day-to-Day substitute, report work hours as RG in CAT2.
- b. If the employee is working regular Z-time, report work hours as RG in CAT2.

**CERTIFICATED A, B, E Basis**

Certificated A, B, and E Basis employees are eligible for the Admission Day and Labor Day holidays. If Admission Day is observed on 9/3/2021, **no** reporting in CAT2 nor changes to the Monthly Calendar are necessary. If rescheduling Admission Day holiday on another day, follow the procedure below.

Do not change the calendar, but remember that the employee must take (and be time reported for) the holiday (HOAD) no later than Sunday, October 31, 2021.

1. Report 9/3/2021 as RG in CAT2. SAP will pay RG and not pay the holiday (HO).

2. Report the rescheduled Admission Day as HOAD. Example: Employee works 9/3/2021 and takes off 9/10/2021. 9/3/2021 should be reported as RG; 9/10/2021 should be reported as HOAD in CAT2. HOAD will be rejected in CAT2 if reported prior to September 3, 2021 and the following sample error message will display.

Display Messages			
Date	Status	Type	Error Message
08/31/2021	⊗	E	HOAD cannot be reported before Admission day 09/03/2021

3. Please note that HOAD will reject in CAT2 if reported after October 31, 2021. The following sample error message will display in CAT2.

Display Messages			
Date	Status	Type	Error Message
11/01/2021	⊗	E	HOAD only allowed between 09/04/2021 and 10/31/2021.

4. Please note that HOAD will be rejected in CAT2 if RG has not been reported on 9/3/2021. The following sample error message will display in CAT2.

Display Messages			
Date	Status	Type	Error Message
10/01/2021	⊗	E	HOAD not allowed since RG time is not reported on Admission day.

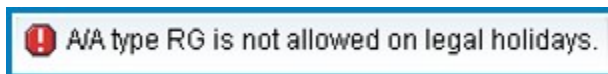
### **CERTIFICATED Adult Education Only**

Certificated Adult Education employees with Personnel Area 2UTA are eligible for regular time pay if they work on Admission Day. If employee worked on 9/3/2021, report RG on 9/3/2021.

### **CLASSIFIED C Basis Employees**

1. Overtime eligible employees:

- a. If NOT scheduled to work – do not change the calendar. If working on 9/3/2021, OT **must** be reported in CAT2. RG time will be rejected in CAT2 and the following error message will display.



2. Overtime EXEMPT employees:

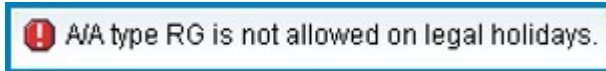
- a. If NOT scheduled to work – no action is required.
- b. If scheduled to work – no action is required. Follow usual work-hour management rules if worked.

## **CLASSIFIED A, B, and E Basis Employees**

These employees are eligible for Admission Day and Labor Day holiday and are NOT scheduled to work. The system will generate the holiday hours according to holiday business rules. Please note that classified employees **cannot** defer the Admission Day holiday. HOAD is prohibited.

1. Overtime eligible employees:

- a. If not scheduled to work – do not change the calendar. If working on 9/3/2021, OT **must** be reported in CAT2. RG time will be rejected in CAT2 and the following error message will display.



2. Overtime EXEMPT employees – no action required. Follow usual work hour management rules if worked.