



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

TITLE: 2021-2022 Winter Recess and District Shutdown Days

NUMBER: MEM-061107.3

ISSUER: Ileana Dávalos
Chief Human Resources Officer
Human Resources Division

DATE: November 8, 2021

PURPOSE: The purpose of this memorandum is to provide information to all schools and offices regarding the 2021-2022 winter recess and District shutdown days.

MAJOR CHANGES: This memorandum replaces Human Resources Division MEM-061107.2 of the same subject issued November 23, 2020. The dates have been updated for the 2021-2022 school year.

INSTRUCTIONS: I. Background

The winter recess includes a shutdown period for most District staff. The District shutdown period will be from December 24, 2021 – December 31, 2021 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 20, 2021 – January 7, 2022
2. Early Education Centers: December 24, 2021 – December 31, 2021

B. Holidays

December 24, 2021 (Christmas Day), December 30, 2021 (alternate Lincoln Day), and December 31, 2021 (New Year's Day) are paid legal holidays for regular employees.

ROUTING
All Employees
All Locations



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C. Shutdown Days

December 27, 28, and 29, 2021 (three days)

II. Schedule for A-Basis School Site Employees

A. December 27, 28, and 29, 2021 (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, 2021 (shutdown days), except as noted below.
2. All Early Education Centers will reopen on January 3, 2022.

B. To the extent operationally feasible, A-Basis school based employees are reminded 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 24, 2021 through December 31, 2021, and will reopen on January 3, 2022.

B. Offices will be closed or will operate with skeleton crews on shutdown days (December 27, 28, and 29, 2021), 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: Unit D A-Basis employees who are not needed at their assigned work site may use vacation, take unpaid time, or request in writing, to work at a site that is in operation on these days. Administrators should ensure that Unit D A-Basis 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 3, 2021. *Note: Most school-based Unit D clerical employees 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, inclusive of 1994 vacation hours*, must utilize these hours during the shutdown period. Employees with only *the current year's* vacation accrual may choose to use vacation during the shutdown period; or may be assigned to work, only to the extent that 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:

Employees should contact their time reporter or supervisor/administrator for assistance with payroll matters (e.g., calendar configurations for different bases, time reporting procedures, etc.). Time reporters should reference the *Payroll Concepts Manual* and contact Payroll Administration for related questions.

Administrators should contact their Staff Relations Field Director for assistance with certificated employee questions or Senior HR Representative for assistance with classified employee questions at (213) 241-6056.