



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

TITLE: Good Friday, March 30, 2018

NUMBER: MEM-047380.0

ISSUER: Marilyn S. Fuller, Manager
 Personnel Research and Analysis

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 Human Resources Division

DATE: March 12, 2018

PURPOSE: The purpose of this memorandum is to provide information regarding the procedures for certificated and regular classified employees who wish to observe Good Friday as a religious holiday.

MAJOR CHANGES: None.

ROUTING
 All Schools and
 Offices

INSTRUCTIONS: I. INTRODUCTION

All District offices and Early Education Centers are scheduled to be in session on Good Friday, March 30, 2018. Schools on the Single-Track calendar will be closed.

The following procedures address certificated and classified employees in regular status who are scheduled to work on March 30, 2018, but who wish to observe Good Friday as a religious holiday.

II. PROCEDURES

Those employees who wish to be absent to observe Good Friday as a religious holiday of the employee's faith shall be allowed to do so by using personal necessity (PN) absence, provided that the employee:

- (a) has sufficient full-pay illness time to cover the hours to be taken;
- (b) has not exceeded the limitations for the total number of days allowed in one school year for personal necessity absences; and
- (c) has given notice to the appropriate supervisor or administrator no less than five working days prior to the religious holiday by completing a *Certification and/or Request of Absence for Non-Illness* form (Form No. 60.NON-ILL; 10/1/17, available in all schools and offices).



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Teacher Assistants may utilize accrued paid non-working benefits to the extent that these are available.

III. ADDITIONAL INFORMATION

Substitutes will only be provided for classroom teachers; Early Education Center teachers, aides, and housekeepers; and Food Services and Transportation Services Division employees as needed. Therefore, supervisors and administrators should arrange for internal coverage for those employees who will be absent and for whom substitutes will not be available.

RELATED RESOURCES: None

ASSISTANCE: For assistance, please contact the following regarding:

Issue	Office to Contact
Certificated Employees	Personnel Research and Analysis Section (213) 241-6356
Classified Employees	Immediate Supervisor
Contractual Issues	Supervisors or administrators may contact the Office of Staff Relations at (213) 241-6056 or their respective HR Representative.
Payroll Matters	Time reporting personnel, supervisors, or administrators may contact Payroll Customer Services at (213) 241-2570 or by email at payrollsupport@lausd.net for other payroll matters.