



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Tentative Assignment Dates for 2019-2020

NUMBER: MEM-073508.0

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DATE: June 28, 2019

PURPOSE: The purpose of this Memorandum is to provide information regarding the assignment dates for certificated and classified employees for the 2019-2020 school year.

MAJOR CHANGES: None

INSTRUCTIONS: **I. INTRODUCTION**

ROUTING
All Employees
All Locations

The following assignment dates apply to certificated and classified employees, except where otherwise noted. Current certificated employees should have assignments in the Human Resources/Payroll system effective July 1, 2019 to receive annualized (12 monthly) salary payments. For information on assigned workdays and holidays, please refer to Attachment A.

NOTE: These dates are tentative and subject to change based upon the results of final budget deliberations for the 2019-2020 school year.

II. TENTATIVE 2019-2020 DISTRICT-SCHEDULED ASSIGNMENT DATES

BASIS	CALENDAR	
Certificated and Classified	Single-Track*	Continuous enrollment and Non-school sites**
C	8/19/19 – 6/15/20	Between 7/1/19 – 6/30/20, as assigned by supervisor or administrator.



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BASIS	CALENDAR	
Certificated and Classified	Single-Track*	Continuous Enrollment and Non-school sites**
B	8/5/19 – 6/22/20	Between 7/1/19 – 6/30/20, as assigned by supervisor or administrator.
E	7/25/19 – 6/30/20	Between 7/1/19 – 6/30/20, as assigned by supervisor or administrator.
A	7/1/19 – 6/30/20	

NOTES:

* Dates listed are for instructional calendars only. Refer to the appropriate payroll calendar for various calendar options for each basis.

** All certificated employees must follow a calendar and work each day of that assigned calendar to receive annualized pay, otherwise, they will be paid-as-worked.

Instruction in Early Education Centers begins on July 1, 2019 and ends on June 30, 2020. All centers will be closed from December 25, 2019 – January 1, 2020 and on all legal holidays for the 2019-2020 school year.

III. DISTRICT OPTIONAL CALENDARS FOR CERTIFICATED NON-CLASSROOM EMPLOYEES

All employees must follow the District-designated assignment dates for their respective assignment basis as set forth in Section II above and follow one of the optional work schedules as approved by the appropriate supervisor/administrator. Optional work schedules are available to provide equitable services to students at our year-round schools in accordance with the 2019-2022 District-UTLA Collective Bargaining Agreement. Optional work schedules will include the appropriate number of paid workdays and paid non-workdays applicable to the employee’s assignment basis. The District’s optional calendar information is available on the Payroll Administration Branch website at <http://achieve.lausd.net/payroll>. Employees assigned to Adult and Career Education schools, must follow the District-designated calendar dates.



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The workdays of the instructional year are mandatory. If the employee is approved by the appropriate supervisor/administrator to work a schedule other than one of the District's published optional work schedules, the employee will be paid-as-worked at the contract hourly rate.

**RELATED
RESOURCES:**

Payroll calendars for the 2019-2020 school year are posted on the Payroll Administration Branch website at <http://achieve.lausd.net/payroll>.

ASSISTANCE:

For assistance regarding payroll matters, employees should contact their time reporter or supervisor/administrator.

For time reporting or time approval questions, contact Payroll Customer Services at (213) 241-2570 or by email at payrollsupport@lausd.net.

For assistance regarding classified employees, contact Classified Employment Services Branch at (213) 241-6300 or by email at classifiedpersonnel@lausd.net.

For assistance regarding certificated employees, contact the Personnel Research and Analysis Section at (213) 241-6356.



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ATTACHMENT A

**TENTATIVE 2019-2020 ASSIGNMENT DAYS (WORK YEAR)
(SUBJECT TO CHANGE DUE TO BUDGET UNCERTAINTY AND NEGOTIATIONS)**

BASIS	PAID DAYS				
	TOTAL ASSIGNED DAYS	LEGAL/BOARD HOLIDAYS***	WINTER RECESS	SPRING RECESS	WORK DAYS**
A	262	12	0*	0	250*
E	234	11	8	5	210
B	221	11	8	5	197
C	204	9	8	5	182

* The District shutdown will be December 25, 2019 through January 1, 2020. Refer to the applicable collective bargaining agreement, Personnel Commission, or Board Rules regarding vacation to be taken by A-Basis employees during this period.

** The number of work days may be adjusted due to budget uncertainty and negotiations.

*** 2019-2020 Legal/Board Holidays: District employees are eligible for up to twelve holidays depending on their basis, calendar, and/or bargaining unit.

Independence Day	July 4, 2019
Admission Day	August 30, 2019
Labor Day	September 2, 2019
Veterans Day	November 11, 2019
Thanksgiving Day	November 28, 2019
Day Following Thanksgiving	November 29, 2019
Christmas Day	December 25, 2019
Alternate Lincoln Day	December 31, 2019
New Year's Day	January 1, 2020
Martin Luther King, Jr. Day	January 20, 2020
Presidents' Day	February 17, 2020
Memorial Day	May 25, 2020