



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Admission Day/Labor Day Holidays, 2019

NUMBER: MEM-075300.0

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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 2019. Attachment A issued by the Payroll Administration Branch will address time reporting instructions.

MAJOR CHANGES: Dates have been updated for the 2019-2020 school year.

INSTRUCTIONS: The following guidelines apply.

ROUTING
All Employees
All Locations

I. INTRODUCTION

The Board of Education has declared Friday, August 30, 2019, as the Admission Day holiday. The Labor Day holiday will be observed on Monday, September 2, 2019.

All schools and offices will be closed on Admission Day, Friday, August 30, 2019 and on Labor Day, Monday, September 2, 2019.

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



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immediately after the holiday.

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

For assistance on other than payroll or time reporting matters for classified employees, contact Classified Employment Services Branch at (213) 241-6300 or by email at classifiedpersonnel@lausd.net.

For assistance on other than payroll or time reporting matters for certificated employees, contact the Personnel Research and Analysis Section at (213) 241-6356.