



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM**

**TITLE:** 2019-2020 Winter Recess and District Shutdown Days

**NUMBER:** MEM-061107.1

**ISSUER:** Jose R. Cantu, Ed.D., Assistant Chief Human Resources Officer  
Human Resources Division

**DATE:** November 18, 2019

**PURPOSE:** The purpose of this memorandum is to provide information to all schools and offices regarding the 2019-2020 winter recess and District shutdown days.

**MAJOR CHANGES:** This memorandum replaces Human Resources Division MEM-061107.0 of the same subject issued November 26, 2018. The dates have been updated for the 2019-2020 school year.

**INSTRUCTIONS:** **I. Background**

**ROUTING**  
All Employees  
All Locations

The winter recess includes a shutdown period for most District staff. The District shutdown period will be from December 25, 2019 – January 1, 2020 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 23, 2019 – January 10, 2020
2. Early Education Centers: December 23, 2019 – January 1, 2020

B. Holidays

December 25, 2019 (Christmas Day), December 31, 2019 (alternate Lincoln Day), and January 1, 2020 (New Year’s Day) are paid legal holidays for regular employees.

C. Shutdown Days

December 26, 27, and 30, 2019 (three days)



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## II. Schedule for A-Basis School Site Employees

### A. December 26, 27, and 30, 2019 (Shutdown Days)

1. All schools and Early Education Centers will be closed on these days. Employees must use vacation on December 26, 27, and 30, 2019 (shutdown days), except as noted below.
2. All Early Education Centers will reopen on January 2, 2020.

### 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 25, 2019 through January 1, 2020, and will reopen on January 2, 2020.

### B. Offices will be closed or will operate with skeleton crews on shutdown days (December 26, 27, and 30, 2019), 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 6, 2019. *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.

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.



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**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.

For all other inquires contact Personnel Research and Analysis Section at (213) 241-6356.