

LOS ANGELES UNIFIED SCHOOL DISTRICT
Accounting & Disbursements Division

FORMAL LEAVE OF ABSENCE REQUEST FOR VACATION WAIVER FORM

In accordance with District policy and bargaining unit agreements, no employee is permitted to accumulate more vacation hours than that which he/she earns in eighteen months. Once an employee's vacation hours balance reaches his/her maximum allowed vacation cap, vacation hours will cease to accrue.

Conditions for the Vacation Waiver Request

1. Employee must be at their cap to request a waiver.
2. Employee must have filed a formal leave of absence with Human Resources or Personnel Commission (Examples: Workers' Compensation Leave, Illness Leave and other types of leaves)

Instructions for How to Request a Vacation Waiver

1. Employee must have filed a formal leave of absence with Human Resources or Personnel Commission.
2. Employee was unable to use vacation hours during the leave.
3. Ensure that conditions number 1 and 2 above are met.
4. Download the Vacation Waiver Request Due to Leave of Absence Form.
5. Complete all the fields on the waiver form.
6. Gather all the required documents that will need to be submitted:
 - Completed and signed Vacation Waiver Request Due to Leave of Absence Form
7. Go to the link provided on the form for the online submission and follow the prompts to upload the Vacation Waiver Request Due to Leave of Absence Form.
8. All required documents must be submitted online. Incomplete or missing document(s) will not be accepted.
9. An email notification will be sent to your LAUSD email account with a status of your request.
10. Waived vacation hours must be used within twelve months after returning from leave.
11. Upon return from leave, a Certificated/Classified Employee Vacation Schedule/Calendar must be submitted.
12. Hours on the approved Vacation Waiver Request Due to Leave of Absence Form will be added to your vacation balance and will increase the vacation cap by that value. Additionally, it will allow the employee to continue to accrue vacation hours up to the revised cap for the duration of the waiver.
13. Upon separation from service, the lump sum vacation payout will not exceed the vacation cap. Waived hours will not be included in the lump sum vacation payout.
14. Payroll will process approved vacation waivers accordingly, within 1-2 month pay cycles.

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Employees who are currently on paid leave of absence and are not able to use vacation hours during the leave period may request a waiver for the specified hours in order to be below the vacation cap.

By signing this form, I understand that to be eligible for a vacation waiver I must have filed a formal leave of absence with Human Resources or Personnel Commission and I am unable to use vacation hours during my leave of absence.

I understand that the approved waiver will increase my vacation cap by the approved hours which will allow the accrual of vacation hours that I was prevented or prohibited from using.

I understand that the vacation hours that are waived must be used within twelve months after I return from said leave. Failure to use these vacation hours within the twelve month period upon return will result in the hours being removed from my vacation balance without restoration of the hours.

I understand, upon separation from service, a lump sum vacation payout will not exceed the vacation cap and will not include waived hours.

I understand that the waiver cannot be processed until the formal leave of absence reflects in my employee record.

Employee Number Last Name First Name

Employee Signature Region/Division Name

Cost Center (7 digits) Cost Center/Site Name

Completed form and supporting document must be submitted and uploaded to
<https://www.lausd.org/vacationwaiverrequest>