

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Food Services Division**

TO: Food Services Managers

DATE: March 15, 2024

FROM: Brandee Verrett, Branch HR Manager,
Food Services Division

**SUBJECT: VACATION REQUESTS FOR EMPLOYEES AT SINGLE TRACK
CALENDAR SCHOOLS 2024-2025**

MANAGEMENT MUST POST this memo along with Attachments A and B so that all Cafeteria Staff are aware of the processes and requirements to request vacation. The vacation procedures must be posted in a place visible to all staff. **It is also being emailed to each Food Services employee.**

Please be aware that vacation provisions in collective bargaining agreements, Personnel Commission Rules, Board of Education Rules, and District policies require that managers/administrators must issue a vacation calendar for the next fiscal year by March 15 of each fiscal year. Consistent with the 18-pay period vacation cap amount set forth in the contract, the following procedures for scheduling vacation time are provided:

1. A list of all dates when vacation **may not** be taken due to operational needs
2. A list of all dates when all employees **may** take vacation
3. A list of all dates when **a part of the staff may** take vacation indicating any limits on the number of employees who may take vacation or on the amount of vacation taken

Please be advised that during the period of Wednesday, December 25, 2024 through Wednesday, January 1, 2025, all District schools and centers and most central offices will be closed (unless required to be open for operational necessity). December 25, 2024 (Christmas Day observance), December 31, 2024 (alternate Lincoln Day observance), and January 1, 2025 (New Year's Day observance) will be paid legal holidays for all regular employees. Unless needed as part of a skeleton crew, employees must use vacation during the shut-down period. Any remaining Unit D employees on A-Basis who are not needed at their own site may use vacation, take unpaid time, or request to work at an open site on these days. Also, Unit E employees may be required to only take vacation earned in prior years. C basis employees working at school sites may be offered the option of working during Winter Recess Academy, December 16th through December 18th, 2024.

Note: We are utilizing the attached electronic format of the Food Services Division's "Vacation Calendar 2024-2025 Single Track" form. It will be posted on the Café LA's website on March 15, 2024. Directions for input are on page 2.

By **April 15, 2024**, each employee shall input his or her proposed vacation usage schedule for approval for the upcoming school year (August 2024 – June 2025).

Within 15 calendar days of receipt of the employee's vacation usage request, the appropriate Administrator/Designee (AFSS/Food Service Manager) shall provide electronic approval or disapproval to employee's submitted vacation request.

By **May 8, 2024**, all Food Service Managers must email the electronic copy of the "Vacation

Request Calendar 2024-2025—Single Track” form and the “Absence Certification/Request Non Illness” forms to the Area Food Services Supervisor for approval. Each manager must **keep an electronic copy** of approved “Vacation Request Calendar 2024-2025—Single Track” in the My Documents folder on the manager’s computer.

If you have any questions, please call your Area Food Services Supervisor.

Managers: This memo along with Attachments A, B and C must be posted in a visible area so that all Cafeteria Employees are aware of the processes and requirements. Please note the District’s payroll calendars have not yet been approved and the dates listed in this memo and postings are subject to change based on the final approved calendars.

c: Directors and Senior Staff

VACATION GUIDELINES FOR CAFETERIA EMPLOYEES AT SINGLE TRACK CALENDAR SCHOOLS 2024-2025

The Food Service Manager will make a computer available to allow staff to enter vacation dates in the electronic Vacation Request Calendar form. By **April 15, 2024** each employee shall input his/her proposed vacation usage schedule for approval for the upcoming school year (August 2024 – June 2025). All requests must be entered **no later than April 15, 2024**. The file is emailed to the Area Food Services Supervisor who has final approval authority. Instructions for doing so are attached to the Vacation Request Calendar form.

Priority of approval of employee vacation requests when two or more employees request the same time period will be determined by the date and time the Food Service Manager receives the vacation request. Any other circumstances or scheduling conflicts shall be resolved using the language in the appropriate Collective Bargaining Units Agreement see “Article XVII –Vacation” for both Units C and S for further clarification.

Winter and Spring Break Recess

Cafeteria employees should take vacation during the Winter Break and Spring Break. Each employee must submit a “Absence Certification/Request Non Illness” form that coincides with each requested day of the vacation. **Please review the list of dates when vacation may or may not be taken (Attachment B).**

Procedures for Requesting Vacation

MANAGERS ONLY: The **electronic version of the calendar** must be downloaded from the Food Services Division’s website. Log-in to the website, go to: the Food Services Staff page, click on the Human Resource link on the right and then click the link near the bottom marked “Vacation and Calendar Information.” You will need to **save the document on your desktop first** before beginning to input data. Detailed instructions are available on the Calendar.

1. Complete the Food Services Division “Vacation Request Calendar 2024-25 - Single Track” form.
 - a. Each employee will utilize the same calendar saved on the manager’s desktop but have his/her own vacation request form and will be required to input his/her own vacation requests.
 - b. The dates entered by the employees will automatically populate the Vacation Schedule Worksheet Grid of the file, which the Manager will use to view all proposed requests.
 - c. The Food Service Manager will email the completed file to his/her Area Food Services Supervisor by **May 6, 2024**.
2. Employees not wishing to utilize vacation time during the entire “Winter Break” or “Spring Break” must indicate the portion of a day or the number of days for which they wish to take vacation. **An Absence/Certification Non-Illness form must be completed for each day that an employee does not work, whether paid or unpaid.**
3. The Food Service Manager or Area Food Services Supervisor shall provide the Employee’s Vacation Request with approval or denial within 15 days of receipt. If the vacation is not approved, a brief reason will be written on the employee’s calendar at the bottom of the form. Vacation requests will not be unreasonably denied.
4. Any modifications to approved dates must be discussed with the Food Service Manager and an alternate vacation schedule submitted at least 2 weeks prior to the date(s) requested (except in the case of last-minute emergencies).

**VACATION GUIDELINES FOR CAFETERIA EMPLOYEES
AT SINGLE TRACK CALENDARS
2024-2025**

Official First Day of Instruction is Monday, **August 12, 2024** pending District calendar changes.

Important Dates:

All Cafeteria Staff report to work on **Friday, August 9, 2024**. Deliveries may occur from August 1st through August 9th.

Recess Schedules – Winter/Spring Break^{1}**

Must take vacation:

Winter Break – December 16, 2024 to January 3, 2025.

Note: C basis employees working at school sites may be offered the option of working during Winter Recess Academy, December 16th through December 18th, 2024.

Spring Break – April 14, 2025 through April 18, 2025 (Refer to your Basis Calendar for allowable vacation days)

May not take Vacation

Last week of school – June 5, 2024 to June 11, 2024

August 12, 2024 to August 23, 2024 (Start of school)*

Z-Time/Unassigned (Off-Basis) Days

Last week of school – June 4, 2025 to June 10, 2025

NOTE: Managers are invited to attend a Managers' Retreat. A separate schedule will be sent at a later date.

* Leaves during this period will require Area Food Services Supervisors or higher approval.

Sites with Early Education Centers must remain open during some periods. Employees working these **Unassigned/Z-Time days will require Work Orders.

REMINDER: ALL VACATION REQUESTS FOR THE 2024 – 2025 SCHOOL YEAR MUST BE SUBMITTED BY APRIL 15, 2024 TO YOUR FOOD SERVICES MANAGER.

District payroll calendars are not yet approved. These dates are subject to change based on the final approved calendars from the District.

¹Some schools may be Public School Choice (PSC) schools which may operate on a different instructional calendar. These schools may open and close at varying times. Schedules will be reviewed with individual school staff.