



HUMAN RESOURCE SERVICES DIVISION

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Jess Serna, Chief Human Resource Officer

SUBJECT: Working Options for Winter Break, 2011 **HR-10**

TO: Confidential Employees and Unrepresented Supervisor

DATE: December 7, 2011

PREPARED BY: Kim Hebert **DEPARTMENTS:** Human Resource Services

REVIEWED BY: Jess Serna **APPROVED:** 

District Offices/Schools will be closed from December 26, 2011 to January 6, 2012. Winter Break consists of 10 days. Where 6 ½ days are paid holiday time and 3 ½ days are work days.

Those employees hired after July 1, 1999 have three options to choose from on how they would like to report their time from work regarding the 3 ½ work days:

- **Option 1:** You may use up to 3 ½ days of your vacation during the Winter Break in order to be paid for the unpaid days.
- **Option 2:** You may work any portion of the 3 ½ days as arranged with your supervisor.
- **Option 3:** You may choose to receive a full salary dock for any portion of the 3 ½ days if you do not wish to use your vacation or work during this time period.

The following chart designates the dates during the Winter Break:

Tuesday	12/27/11	½ Day	½ "Option Day; ½ Paid Holiday
Wednesday	12/28/11	1 Day	"Option Day"
Thursday	12/29/11	1 Day	"Option Day"
Friday	12/30/11	1 Day	"Option Day"
Monday	12/26/11	1 Day	Paid Holiday
Tuesday	12/27/11	½ day	Paid Holiday
Monday thru Friday	1/2/11 – 1/6/11	5 Days	Paid Holiday
Total:		10 Days	

Eligible 12 month employees who were hired before July 1, 1999, will be paid 3 ½ days to cover this Winter Break and are not required to work.

It is important for employees hired on or after July 1, 1999, to designate how each of the unpaid 3 ½ days should be recorded (vacation, floating holiday, etc.). All other leaves listed in the District/SEIU collective bargaining agreement may only be used if they apply and the requirements for their use are adhered to.

Please indicate to your supervisor your method for reporting this time on your PSL-F012 form by **December 23, 2011**. If you have any questions, please contact Monica Garland at 916-643-9024 or Christina Villegas 916-643-7488.

Thank you,

JS:kah