



Employee Relations and Ethics

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To: All Certificated Staff
From: Steve Rockenbach, Director
Re: Attendance Reminders for Friday, November 12, 2021

Thank you for your dedication, commitment, and service to the students, families, and community of LBUSD. On November 11, we will honor our veterans and employees will receive a well-deserved day of rest. As a friendly reminder, the following day (Friday, November 12) is a regular school day. Your presence at work on Friday is vital to help prevent the significant challenges that are created by unfilled substitute requests. With an already significantly higher number of absences and substitute vacancies on Mondays and Fridays, the Friday following Veteran's Day may be even more challenging. For this reason, we are asking that each of you avoid being absent on this date for anything other than illness.

If you have submitted an absence request, please verify that the absence has been filled before finalizing your plans as an unfilled absence will create significant stress and pressure for your site colleagues. Please consider rescheduling appointments for alternate dates or rescinding your request if the assignment has not been filled.

Article VII, Section C of the Collective Bargaining Agreement has specific guidance for employees about the appropriate use of Sick Leave and Personal Necessity Leave, including parameters for Compelling Personal Reasons. Below is the corresponding contract language from Article VII, Section C.4 regarding Compelling Personal Reasons:

Compelling Personal Reasons: Maximum of five (5) days per fiscal year upon twenty-four (24) hours prior notice of the absence to the appropriate manager; for business or other activity of serious and compelling personal importance that cannot be conducted before or after the workday. *Such absences will not be approved on days immediately before or immediately after a District calendared holiday unless the employee notifies the appropriate manager at least forty-eight (48) hours in advance and provides the job number and the name of the person who has been confirmed to substitute for them.*

Administrators do not want to deny employees the right to access their accrued leave but they also need to ensure they have proper staffing to keep students and teachers safe. We hope you enjoy the Veteran's Day holiday and thank you in advance for being present on Friday, November 12.