



Employee Relations and Ethics

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Fax

To: All

Classified

From: Steve Rockenbach
Employee Relations and Ethics

RE: Attendance Reminders for Friday, November 12, 2021

Greetings,

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.

Please remember that Article VII 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 VIII regarding Compelling Personal Reasons.

Compelling Personal Reasons. Maximum of four (4) days per fiscal year; prior approval of the absence by the appropriate manager/supervisor normally required at least two (2) days prior to such leave, for business or other legal activity of serious and compelling personal importance, that cannot be conducted before or after the workday. The reason for this leave need not be disclosed by the employee. *Leave for compelling personal reasons shall not be approved on days immediately before or immediately after a District calendared holiday unless the manager/supervisor determines that exceptional circumstances exist.*

As with Compelling Personal Reasons, employees must abide by the parameters spelled out in the Collective Bargaining Agreement regarding the use of vacation time. All requests must be approved by managers and supervisors. Please refer to the language from Article VIII, Section 3:

When Vacation Is Taken. The District and the CSEA agree that timely utilization of all earned vacation benefits both the employee and the school district. *Earned vacation is to be taken at a time when the efficiency of the District will be least affected. Vacation shall be taken only at times approved by the department head or his/her designee; however, District managers and supervisors will consider the wishes of the employee when scheduling vacation. Vacation requests shall be submitted in writing at least seven (7) working days prior to the commencement of the vacation period.*

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 staff safe. We hope you enjoy the Veteran's Day holiday and thank you in advance for being present on Friday, November 12.