



**GOVERNING BOARD AGENDA ITEM  
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:** June 23, 2020

**TITLE:** Approval of One-Time Permission for Employees to Carry-Forward and/or Sell Back Unused Vacation Days from FY 2019-2020 for Employees Unable to Take Vacation Time Due to Work Obligations Related to the COVID-19 Pandemic

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**BACKGROUND:**

District Policy GCD allows employees to carry forward up to forty (40) days of vacation time from one fiscal year to the next. The amount of vacation time carried forward, plus that earned during the current year, constitutes the total number of vacation days that may be accrued by an employee at any given time.

Generally, employees are responsible to manage their vacation time to avoid losing unused vacation time at the end of the fiscal year. However, Policy GCD also authorizes the Superintendent to approve accrued vacation days in excess of that allowed by policy to be transferred to accumulated sick leave days when an employee is unable to use earned vacation time and stands to lose vacation days as a result of work commitments. This could occur in situations where employees are unable to leave for an extended periods due to vacancies in the department or a special project, such as the implementation of a District-wide ERP, requires certain personnel to be present at work for trainings throughout the year.

This year, some staff have been unable to use vacation leave due to work commitments made necessary by the COVID-19 pandemic. Unfortunately, some of these same employees were also unable to use their accrued vacation time in 2019 due to the iVisions implementation. There is no advantage to allowing these employees to carry forward more than 40 vacation days or to convert their vacation time to sick leave since their presence is needed at work for District operations to continue during the COVID-19 pandemic. Therefore, Administration recommends that the Governing Board authorize the Superintendent to take the following actions for Fiscal Year (“FY”) 2019-2020 only:

1. Approve employees who were unable to use vacation time due to work commitments in FY 2019-2020 to carry forward all unused vacation time from FY 2019-2020 to the next fiscal year; and
2. Approve employees who were unable to use vacation due to work commitments in FY 2019-2020 to sell back any vacation time in excess of the 40-day rollover cap allowed by Policy GCD at their FY 2019-2020 daily rate as long as employee submits the sell-back request to the Superintendent by June 30, 2020.

Administration collaborated with the Amphitheater Education Association about this recommendation before presenting it to the Governing Board for consideration.

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**RECOMMENDATION:**

Administration recommends that the Governing Board approve the Superintendent to authorize employees who were unable to use vacation due to work commitments during FY 2019-2020 to carry forward their unused vacation time to the next fiscal year and/or to sell back unused vacation time in excess of the 40-day rollover cap allowed by Policy GCD at their FY 2019-2020 daily rate.

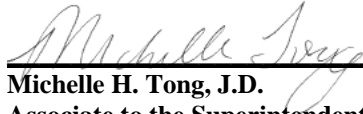


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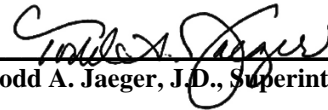
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**INITIATED BY:**

  
Michelle H. Tong, J.D.

Associate to the Superintendent and General Counsel

Date: June 15, 2020

  
Todd A. Jaeger, J.D., Superintendent