



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: June 8, 2021

TITLE: Approval of One-Time Permission for Human Resources Manager and Payroll Manager to Sell Back Unused Vacation Days from FY 2020-2021 Due to Work Obligations Related to the COVID-19 Pandemic

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 requires certain personnel to be present at work for trainings throughout the year.

This year, the Human Resources Manager and Payroll Manager were unable to use vacation leave due to work commitments made necessary by the additional work responsibilities related to the ESSER accountability requirements and vacancies in the departments. Both departments operate with minimal employees, and each manager took on added responsibilities this year related to planning and reporting for employee transitions with each learning modality change and changes created through the ESSER funding from the federal government. Both departments are entering their busiest season as they close the current fiscal year and prepare for the next one and, thus, vacation is not an option for either manager over the summer.

There is no advantage to allowing these managers to carry forward more than 40 vacation days or to convert vacation time to sick leave. Their presence is needed at work for District operations to continue during the time that the ESSER grants are in place. Therefore, Administration recommends that the Governing Board authorize the Superintendent to approve them to sell back unused vacation time in excess of the 40-day cap at their FY 2020-2021 daily rate by submitting a sell-back request to the Superintendent by June 30, 2021.

RECOMMENDATION:

Administration recommends that the Governing Board approve the Superintendent to authorize the Human Resource Manager and the Payroll Manager to sell back unused vacation leave in excess of the 40-day cap allowed by Policy GCD at their FY 2020-2021 daily rate.

INITIATED BY:

Michelle H. Tong, J.D.

Associate to the Superintendent and General Counsel

Date: May 27, 2021

Todd A. Jaeger, J.D., Superintendent