



April 7, 2011

TO: All 11 and 12 month Professional and Paraprofessional Employees
FROM: Neil Dugger
RE: Summer Work Schedule and Vacations for 2011

Summer Work Schedule (June 6 through August 5)

In order to save energy costs to the District, the 2011 Summer Work Schedule will continue to offer four day work weeks, as described below:

June 6 - August 5

Monday through Thursday	7:30 a.m. to 5:30 p.m. with 30 minutes for lunch
Friday	Closed

Note: The weeks in this time frame are five day work weeks (38 hours) compressed into four 9.5 hour days. Accordingly, those employees who are on vacation an entire week will utilize five vacation days.

Monday, July 4

OFFICES CLOSED - HOLIDAY

Any exceptions to the above schedules must be approved by the Superintendent and posted.

Savings are also based on closing the buildings on Friday, Saturday and Sunday; therefore, activities are only allowed during the Summer Work Schedule dates and times, unless sanctioned by the board of trustees as a summer program or approved by the Superintendent or his designee. This includes the rental of facilities.

Facilities Services personnel will also work a similar Summer Work Schedule as above. Adequate staff will remain on-call to cover any emergencies that may arise.

Administrators at campuses that have summer activities (summer school, summer enrichment, extended year, etc.) scheduled on Fridays should consult with Cheryl Jennings, Randy Cobb, or Judy Rudebusch to determine the appropriate work week for office staff at their campuses.

Vacation Days

Vacation days are non-duty days on which 11 and 12 month professional and paraprofessional employees are not required to report to duty. Vacation days are not paid days.

11 month employees are provided the same number vacation days as the number of work days (including July 4th) in July of the contract year.

12 month employees in Central office are provided 10 vacation days (excluding July 4th). 12 month Campus employees are provided 15 vacation days (excluding July 4th).

Vacation Schedules

The following guidelines for planning vacation time represent an effort to allow flexibility and provide adequate numbers of staff on duty to carry on the minimum daily business.

11 Month Employees (220 Days)

Take twenty-one (21) days off (including July 4), probably between June 6 and August 5. This may be on any schedule that is approved by the immediate supervisor and may extend beyond the probable dates if there is no interference with the performance of duties.

12 Month Campus Employees (225 Days)

Take fifteen (15) days off probably between June 6 and August 5, not including July 4th. This may be on any schedule approved by the immediate supervisor. Principals should send a copy of the completed vacation schedule to the Assistant Superintendent for Personnel and Administration by May 13, 2011 and a copy to the respective Division Director of Elementary/Secondary Teaching & Learning.

High school principals should coordinate the professional staff's vacations so that someone is on duty every day during the summer to provide copies of transcripts upon request.

Personnel who are involved in IISD summer school may have to plan vacations at alternate times. Since they are receiving additional compensation for summer school duty, their vacation time may be reduced. All vacation plans must be approved by the immediate supervisor.

12 Month Central Office Employees

Take ten (10) days off probably between June 6 and August 5, not including July 4th.

Departments should plan for adequate staffing to efficiently handle summer business. **Each department head should approve vacation dates and submit the department schedule to the appropriate assistant superintendent by May 13, 2010.** A copy of the approved schedule should then be sent to the Assistant Superintendent for Personnel and Administration.

Monday, July 4, 2011 will be a holiday. All twelve-month employees who are on vacation July 4th may take an additional day as approved by their immediate supervisor.

Vacation Procedures

Use of vacation time must follow the procedures listed below:

- The use of vacation days must be approved by the employee's supervisor in advance.
- It is the responsibility of the supervisor to account for each employee's use and accrual of vacation days. Vacation days should be posted on the absence screen using the absence code for "vacation."
- Vacation days may only be used during the current calendar year from July 1st through June 30th.
- 12 month central office employees may use no more than ten consecutive vacation days.
- Vacation time may not be accrued beyond June 30th of each year, with the following exception:

If unusual circumstances occur, and if approved by the supervisor, any unused days from the previous school year may be carried over – but under no circumstances can they be used later than the next December 31st, unless specific approval is granted by the Superintendent.

Special procedures are attached regarding vacation/sick leave during the Summer Work Schedule.

Emergency Contact

All principals and department heads are required to leave information with the superintendent regarding a means by which they may be contacted while on vacation. This may be needed and will only be used in case of an emergency.

VACATION/SICK LEAVE PROCEDURES
2011 Summer Work Schedule – June 6 through August 5
FOR PROFESSIONAL EMPLOYEES

June 6 – July 1 and July 11 - August 5

Weeks during this time frame are five day work weeks compressed into four days. Each workday in a four day week is 9.5 hours long (7:30 a.m. to 5:30 p.m. with a 30 minute lunch), for a total of 38 hours.

For vacation/sick leave equivalencies, follow the following chart:

- One day of vacation/sick leave in a four day week = 1.25 days vacation/sick leave
- Two days of vacation/sick leave in a four day week = 2.5 days vacation/sick leave
- Three days of vacation/sick leave in a four day week = 3.75 days vacation/sick leave
- Four days of vacation/sick leave in a four day week = 5 days vacation/sick leave

July 4 – July 8

Due to the July 4th holiday, this week is a 4 day work week compressed into 3 days. Each workday in this three day week is 9.5 hours long (7:30 a.m. to 5:30 p.m. with a 30 minute lunch) for a total of 28.5 hours.

For vacation/sick leave equivalencies, follow the following chart:

- One day of vacation/sick leave in a three day week = 1.25 vacation/sick leave day
- Two days of vacation/sick leave in a three day week = 2.5 days of vacation/sick leave
- Three days of vacation/sick leave in a three day week = 4 days of vacation/sick leave

VACATION/SICK LEAVE PROCEDURES
2010 Summer Work Schedule – June 6 through August 5
FOR PARAPROFESSIONAL EMPLOYEES

June 6 – July 1 and July 11 – August 5

Weeks during this time frame are five day work weeks compressed into four days. Each week is worth 38 hours, and each day in a four day week is worth 9.5 hours (7:30 a.m. 5:30 p.m. with a 30 minute lunch). All employees will need to clock out and back in for lunch.

For Kronos timekeeping, all work-time is measured in hours. A vacation day, or a day of sick leave, is worth the equivalent of 10 hours.

This translates into the following equivalencies:

- One day of vacation/sick leave in a four day week = 1.25 vacation/sick leave day
- Two days of vacation/sick leave in a four day week = 2.5 days of vacation/sick leave
- Three days of vacation/sick leave in a four day week = 3.75 days of vacation/sick leave
- Four days of vacation/sick leave in a four day week = 5 days of vacation/sick leave

July 4 – July 11

Due to the July 4th holiday, this week is a 4 day work week compressed into 3 days. Each workday in this three day week is 9.5 hours long (7:30 a.m. to 5:30 p.m. with a 30 minute lunch) for a total of 28.5 hours. All employees will need to clock out and in for lunch.

For Kronos timekeeping, all work-time is measured in hours. A vacation day, or a day of sick leave, is worth the equivalent of 10 hours.

This translates into the following equivalencies:

- One day of vacation/sick leave in a three day week = 1.25 vacation/sick leave day
- Two days of vacation/sick leave in a three day week = 2.5 days of vacation/sick leave
- Three days of vacation/sick leave in a three day week = 4 days of vacation/sick leave

PROFESSIONAL DRESS

Summer Work Schedule (June 6 through August 5)

During the Summer Work Schedule, acceptable dress for all central office and campus staff will be “business casual” as defined below.

Men

Shirts – Men may wear open collared shirts with no tie, and shirt sleeves may be long or short. Acceptable style shirts include dress, button-down, polo, or golf shirts. *No tie is required.* Unacceptable shirts include t-shirts and other styles without collars or sleeves.

Pants – Men may wear full-length slacks or pants, including khaki’s, dress pants, Dockers’, etc. Denim, or jeans, is not acceptable, nor are shorts.

Shoes – Men may wear dress shoes, or casual shoes that are brown or black in color. Sports shoes designed for athletic activities are not acceptable, flip-flops are not acceptable, nor are any shoes made of plastic, polyurethane, or other similar materials.

Women

Shirts/Tops – Women may wear casual tops that have collars or no collars, sleeves or no sleeves, as long as the edge of the sleeveless shirt is to the end of the shoulder. Tank tops, straps, strapless, and low-cut shirts are not acceptable.

Pants/Skirts/Dresses – Women may wear pants that are at least $\frac{3}{4}$ length, and dresses or skirts should be appropriate in length. Denim pants, jeans, and shorts/skorts are not acceptable.

Shoes – Women may wear dress shoes, open-toed sandals, or casual shoes that are leather or simulated leather. Sports shoes designed for athletic activities are not acceptable, flip-flops are not acceptable, nor are any shoes made of plastic, polyurethane, or other similar materials.

Exceptions

Professional dress is required during the following functions/activities:

- Board Meetings
- Meetings with City/Chamber leaders
- Other formal events