

TO: General Administrators

FROM: Ruth Bankhead, Director of Human Resources, Non-Instructional *RB*

RE: 2019-20 Vacation Approval for Engineers and 12 Month Custodians

DATE: April 11, 2019

As you know, the calendar for the 2019-20 school year has been released. It is important to note that the time between June and August to run summer schools, get summer cleaning completed etc. has diminished.

We are asking for your cooperation. Engineers and DFSE have language in their contract that vacation schedules need to be requested in writing and approved in writing on or before June 1<sup>st</sup> and posted by June 15<sup>th</sup>. The language also states that if an employee cannot take vacation when requested, they can use vacation at some other mutually agreeable time. All vacation schedules should be shared and approved in writing by you as the building principal.

With your building secretaries returning to work on August 12, 2019, we have limited time to make sure buildings have been cleaned adequately.

In order to make sure that we have adequate coverage in buildings, we are requesting that the weeks of August 12<sup>th</sup> and 19<sup>th</sup> be weeks that you deny vacation to your engineer(s) and custodians. This will allow for the necessary cleaning that needs to be done before the start of the school year. In addition, at the high school level please make sure that your building is sufficiently staffed to ensure a smooth high school graduation program.

Finally, per the directive of Dr. Glenn Maleyko, all buildings should be staffed with at least one individual during periods of no school (i.e., winter break, mid-winter break, spring break). There should never be a building that is completely closed during these times.

If for some reason a vacation request has to be honored because it cannot be changed, it needs the approval of Dr. Don Ball and the executive director for your feeder track.

If you have any questions or need additional information, please do not hesitate to contact me.

cc: Executive Cabinet  
Thomas Hand, DSOEA President  
Alfredo Lerini, DFSE President