



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Admission Day/Labor Day Holidays, 2018

NUMBER: MEM-053503.0

ISSUER: Jose R. Cantu, Ed.D.
Assistant Chief Human Resources Officer
Human Resources Division

DATE: July 23, 2018

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Memorandum is to provide information regarding the observance dates and eligibility guidelines for Admission Day and Labor Day holidays for 2018. Attachment A issued by the Payroll Administration Branch will address time reporting instructions.

MAJOR CHANGES: This Memorandum replaces Human Resources Division MEM-6896.0 of the same subject issued August 7, 2017. The dates have been updated for the 2018-19 school year.

INSTRUCTIONS: The following guidelines apply.

I. Introduction

The Board of Education has declared Friday, August 31, 2018, as the Admission Day holiday. The Labor Day holiday will be observed on Monday, September 3, 2018.

All schools and offices will be closed on Admission Day, Friday, August 31, 2018 and on Labor Day, Monday, September 3, 2018.

II. Holiday Pay for Certificated Employees

Regular certificated employees whose regular assignment basis (A, B, or E) includes the Admission Day and Labor Day holidays will be eligible for holiday pay based on job and assignment hours (not to exceed eight hours each day).

III. Holiday Pay For Classified, Unclassified, Relief, And Temporary Employees

Regular classified employees are eligible for holiday pay based on job and assignment hours (not to exceed eight hours each day) provided they are in paid status on the work day immediately before the holiday or the work day immediately after the holiday.



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Classified employees on a Z basis assignment are eligible for holiday pay for Admission Day if they were in paid status the work day immediately before the holiday or the work day immediately after the holiday.

Any regular classified employee (except those in Unit A, Unit H, or non-represented law enforcement personnel) who would be eligible for Admission Day holiday pay, but is needed for work, must be paid at the overtime rate for work on the holiday, not given compensatory time-off. Such compensation shall be at time and one-half for all hours worked, in addition to holiday pay, in accordance with the appropriate bargaining unit agreement or Personnel Commission rules.

Classified employees who are assigned to work on Admission Day and who are required to work on Admission Day (e.g., employees working on a special project which requires overtime) must be paid from resources within the budget of the employing local district, division, or branch.

Unclassified, relief, and temporary employees are not eligible for holiday pay. If required to work on Admission Day, such employees are to receive regular pay.

**RELATED
RESOURCES:**

Attachment A –*Admission Day and Labor Day Holidays Time Reporting Instructions* issued by Payroll Administration Branch.

ASSISTANCE:

For assistance regarding payroll matters, employees should contact their time reporter or supervisor/administrator. Holidays are automatically generated based on calendar/work schedule and do not need to be time-reported with the exception of Adult Education employees and Home School teachers. Attachment A is available for time reporting instructions when an employee works on the holiday or reschedules the Admission Day holiday. For time reporting assistance, contact Payroll Customer Services at (213) 241-2570 or by email at payrollsupport@lausd.net.

For assistance on other than payroll or time reporting matters for classified employees, contact Classified Employment Services Branch at (213) 241-6300 or by email at classifiedpersonnel@lausd.net.

For assistance on other than payroll or time reporting matters for certificated employees, contact the Personnel Research and Analysis Section at (213) 241-6356.



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ATTACHMENT A

**ADMISSION DAY AND LABOR DAY HOLIDAYS
TIME REPORTING INSTRUCTIONS**

The Board of Education has declared Friday, August 31, 2018, as the Admission Day holiday. The Labor Day holiday will be observed on Monday, September 3, 2018.

Holidays are system generated and do not need to be reported with the exception of Adult Education employees and Home School Teachers. The instructions provided are for reporting employees who work on the holidays and/or reschedule the Admission Day holiday.

CERTIFICATED C Basis Employees

1. C Basis employees are not eligible for Admission Day and Labor Day holiday pay.
2. If not assigned to work, no action is necessary.
3. If scheduled to work on Admission Day and it is an ON track day:
 - a. 8/31/2018 will display as a work day with daily work schedule (DWS) hours on the Monthly Calendar as well as on the Target Hours row in the data entry area of the CAT2 Time Sheet.
 - b. If the employee is assigned to Time Management Status 9, there is no need to report time for 8/31/2018 in CAT2. Report benefit time, including UP, if employee did not work on this scheduled work day.
 - c. If the employee is assigned to Time Management Status 1, report work hours as RG in CAT2. Report benefit time, including UP, if employee did not work on this scheduled work day.
4. Follow the procedures below if an employee works additional time such as those described below.

Do **not** change the calendar for the following types of reporting:

- a. If the employee is a regular teacher substituting while off track, report work hours as RGSA in CAT2.
- b. If the employee is a Day-to-Day substitute, report work hours as RG in CAT2.
- c. If the employee is working Special Assignment – “X” time, there is no change on the monthly calendar. Report work hours as SAXB in CAT2.


- d. If the employee is working other additional attendance codes such as BL (Beyond the Bell), etc., there is no need to change the monthly calendar. Report work hours using the appropriate attendance code in CAT2. Please note that this only applies to regular employees and not substitutes.
- e. If the employee is working regular Z-time, report work hours as RG in CAT2.

CERTIFICATED A, B, E Basis


Certificated A, B, and E Basis employees are eligible for the Admission Day and Labor Day holidays. If Admission Day is observed on 8/31/2018, **no** reporting in CAT2 nor changes to the Monthly Calendar are necessary. If rescheduling Admission Day holiday on another day, follow the procedure below.

Do not change the calendar, but remember that the employee must take (and be time reported for) the holiday (HOAD) no later than September 30, 2018.

- 1. Report 8/31/2018 as RG in CAT2. SAP will pay RG and not pay the holiday (HO).
- 2. Report the rescheduled Admission Day as HOAD. Example; Employee works 8/31/2018 and takes off 9/14/18. 8/31/2018 should be reported as RG; 9/14/18 should be reported as HOAD in CAT2. HOAD will be rejected in CAT2 if reported prior to August 31, 2018 and the following sample error message will display.

Status	Type	Error Message
	E	HOAD cannot be reported before Admission day 08/31/2018

- 3. Please note that HOAD will be rejected in CAT2 if reported after September 30, 2018. The following sample error message will display in CAT2.

Status	Type	Error Message
	E	HOAD only allowed between 09/01/2018 and 09/30/2018.

CERTIFICATED Adult Education Only


Certificated Adult Education employees with Personnel Area 2UTA are eligible for regular time pay if they work on Admission Day.

- 1. If employee worked on 8/31/2018, report RGHO on 8/31/2018.

CLASSIFIED C Basis Employees

- 1. Overtime eligible employees:

- a. If NOT scheduled to work – do not change the calendar. If working on 8/31/2018, OT **must** be reported in CAT2. RG time will be rejected in CAT2 and the following error message will display.

	A/A type RG is not allowed on legal holidays.
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- b. If scheduled to work– do not change the calendar. RG **must** be reported in CAT2 for 8/31/2018 in CAT2 for Time Management Status 1 employees and RG will be systematically generated for Time Management Status 9 employees. If the employee is absent on this scheduled work day, report the benefit hours, including UP, when applicable. Report OT if employee worked more than 8 hours.

2. Overtime EXEMPT employees:


- a. If NOT scheduled to work – no action is required. Follow usual work hour management rules if worked.
- b. If scheduled to work – do not change the calendar. If working on 8/31/2018, RG **must** be reported in CAT2 for Time Management Status 1 employees and RG will be systematically generated for Time Management Status 9 employees. If employee is absent on this scheduled work day, report the benefit hours, including UP, when applicable. If worked more than 8 hours, follow the usual work hour management rules.

CLASSIFIED A, B, and E Basis Employees

These employees are eligible for Admission Day and Labor Day holiday and are NOT scheduled to work. The system will generate the holiday hours according to holiday business rules. Please note that classified employees **cannot** defer the Admission Day holiday. HOAD is prohibited.

1. Overtime eligible employees:

- a. If not scheduled to work – do not change the calendar. If working on 8/31/2018, OT **must** be reported in CAT2. RG time will be rejected in CAT2 and the following error message will display.

 A/A type RG is not allowed on legal holidays.

- 2. Overtime EXEMPT employees – no action required. Follow usual work hour management rules if worked.