

TUCSON UNIFIED SCHOOL DISTRICT

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Human Resources Department

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MEMORANDUM

DATE: August 25, 2017

TO: Benefit Eligible Hourly Employees

FROM: Human Resources/Employee Relations

RE: Fall Break and Spring Break Compensation in 2017-2018

As a reminder, the work calendar for benefit eligible hourly employees who work less than 12 months, has the following as non-working, non-paid days for school year 2017-2018:

- Fall Break 10/9/2017-10/13/2017
- Spring Break 03/19/2018- 03/21/2018

In the 2017-2018 school year, benefit eligible hourly employees who work less than 12 months will not be eligible to utilize personal leave, vacation, sick leave balances and/or compensatory time during the District's Fall and Spring Breaks. Employees who elected the Alternate (summer) Pay Plan for SY 2017-2018 will receive their portion of the summer reserve during those breaks as a part of their alternate pay schedule.

During these breaks, we hope you are able to take advantage of the time with your families and recharge, to be ready to return to the valuable work that you do for our students.

If there are any questions regarding this memorandum, please contact Employee Relations at 225-6739 or Human Resources at 225-6035.

Notice of Nondiscrimination

Tucson Unified School District is committed to a policy of nondiscrimination based on disability, race, color, religion/religious beliefs, sex, sexual orientation, gender identity or expression, age, or national origin. This policy will prevail in all matters concerning Governing Board, District employees, students, the public, educational **programs and services, and individuals with whom the Board does business.**

Inquiries concerning Title VI, Title VII, Title IX, Section 504, and Americans With Disabilities Act may be referred to [EEO Compliance Officer](#), 1010 East 10th Street, Tucson, Arizona 85719, (520) 225-6444, or to the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204-3582.