

TUCSON UNIFIED

SCHOOL DISTRICT

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Human Resources Department

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MEMORANDUM

TO: Benefit Eligible Hourly Employees

FROM: Human Resources/Employee Relations

RE: Spring Break Compensation

DATE: March 13, 2017

Tucson Unified School District understands that the off-contract days during Spring Break (3/20-3/22) may present a financial challenge for some. Therefore, we would like to present the benefit-eligible, hourly employees ("Employees") who work less than 12 months the following options to use their personal leave balances during Spring Break. Please be advised that this opportunity is solely applicable for Spring Break SY 2016-2017 and is not a collective right outlined by the employee agreements, and therefore, may be subject to change in the future.

Benefit-eligible hourly employees who work less than 12 months may use personal leave balances and/or compensatory time during the District's designated Spring Break period under the following conditions:

1. All personal leave or compensatory time must be properly entered into the TimeClock Plus system *prior* to Spring Break in order to be utilized during the Spring Break period.
2. Compensatory time will be used as straight time during the Spring Break. No employee may use any combination of personal leave and compensatory time to accumulate overtime compensation.
3. Employees who do not request personal leave or compensatory time in the TimeClock Plus system prior to Spring Break will not be compensated for Spring Break. Instead, they will remain unpaid during Spring Break as per the District's previous practice.

Employees who desire to use either their personal leave balances or compensatory time during Spring Break must enter their request through the TimeClock Plus system. If employees have any questions regarding how to enter in paid time off requests, they should speak with their administrator or manager.

If there are any further questions regarding this memorandum, please feel to contact Human Resources at (520)225-6035 or Employee Relations at 225-6739.

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.