



**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**Austin Beutner**

Superintendent

April 17, 2020

RE: Vacation

Dear Employee,

These are extraordinary times and the impact is felt by all of us as weekdays blend into weekends and a real vacation seems like a remote possibility. In view of this, I am waiving the vacation cap for the duration of the 2019-20 school year. My hope is you'll be able to use your well-earned vacation when we are back in schools.

Earned 2019-20 vacation hour balances will be made available during fiscal year 2020-21, without having to complete a *Vacation Waiver Form*. No further action steps are required at this time. Employees in this category will receive a separate notice from the Payroll Administration Branch in late July of this year.

Employees may find their accrued vacation hours printed on their paystubs. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.

Thank you.

Austin