

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Occupational Education

BULLETIN NO. 15
August 26, 1988

SUBJECT: DIVISION POLICY CONCERNING EXCUSED ABSENCE

- I. General Policy
- II. Specific Directions for Implementing Policy

This revision supersedes the bulletin of the same number issued on July 1, 1981. The content has been updated to reflect changes in Division organization, policy, or procedure.

When schools and offices are closed early by special action of the Board of Education, the following policy will be in effect in the Division of Adult and Occupational Education.

I. GENERAL POLICY

Personnel who would otherwise be on duty are excused with pay, except where such procedure would interfere with necessary services. If an employee does work in excess of one-half of the regular assigned time in order to provide a necessary service, the employee will be given equivalent time off within the next pay period.

II. SPECIFIC DIRECTIONS FOR IMPLEMENTING POLICY

- A. When the closing time is noon, employees will be directed to work one-half their assigned time on the day shift between the hours of 8 a.m. and 12 noon.
- B. When the closing time is later than noon (i.e., 2 or 3 p.m.), employees will be directed to work the same number of hours as those on the day shift. If employees working day hours are excused 2 hours early, the same would apply to those on other shifts. Part time employees will work a proportionate schedule (i.e., if a full time employee is excused for 2 hours, a half time employee will be excused for 1 hour).
- C. If an employee is unable to comply with a change in time on a day of early closing, the alternatives are:
 - 1. If eligible for vacation, the employee may take the day as vacation.
 - 2. The employee may be reported as working and allowed to make up the time within the following pay period.
 - 3. The employee may choose to take an unpaid absence.
 - 4. The employee may choose to be absent and charge the absence to personal necessity, if eligible for this type of benefit.

For assistance, please telephone Liz Farragut, Principal Clerk, Staff Relations and Personnel Unit at (213)625-6676.

APPROVED: JAMES A. FIGUEROA, Assistant Superintendent
Division of Adult and Occupational Education

DISTRIBUTION: Schools and Offices, Division of Adult and Occupational Education

[Search For Another DACE Bulletin](#)

[DACE Home Page](#)