

TO: Food Service Employees

FROM: Nada Alamaddine, Director of Human Resources, Non-Instructional *NA*

RE: Reporting on November 23 and 24, 2020

DATE: November 12, 2020

Since the food service staff has been required to work on half days during the pandemic when they normally would use vacation or no-pay, we will allow for the 2020-21 school year food service staff to have the option to choose to work or use vacation on November 23 and 24, 2020. This will allow food service staff to use any vacation hours they fear might remain in the vacation bank and lose at the end of the school year.

This is a one-time only exception and will not set precedent for future exceptions in using vacation time.

Please keep in mind that 10-months employees are not allowed to carry over or cash in any vacation time left in their banks. Any unused vacation time will be lost at the end of the school year.

cc: Jeff Murphy, Food Service Coordinator  
Alfredo Lerini, DFSE President  
Payroll Department  
Building Administrators