

TO: Bus Drivers, Transportation Department

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

RE: Vacation Pay Off for 2022-23 School Year

CC: Alfredo Lerini, DFSE President
Mark Andrews, Director of Operations and Purchasing
Ricardo Sotres, Transportation Supervisor
Payroll Department

DATE: August 24 , 2022

It was brought to our attention that most bus drivers are unable to use all their vacation days during the academic school year due to the fact that half days of school for students are not necessarily half days of work for bus drivers.

Looking at the 2022-23 school year calendar, it was determined that bus drivers will only have the ability to use 15 days of vacation days on no-school days which will leave any bus driver with 15 years of service and above with one extra vacation day that they will be unable to use.

In addition, it is our plan to provide all bus drivers with a minimum of one extra professional development day during the school year which will consequently reduce the ability to use an additional vacation day. Therefore, we are allowing bus drivers to be paid out for up to a maximum of 3 days of vacation at the end of the 2022-23 school year if they are unable to use these days.

The vacation payout option will be offered only to bus drivers for the 2022-23 school year. This will not set precedent for future vacation pay off for any DFSE employee including bus drivers.

As a reminder, staff **must** use their vacation time when the school calendar allows them. Therefore, these days will not be included in this payout.