




Fontana Unified School District

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DATE: January 13, 2014
TO: United Steelworkers Members
FROM: Tika Davé-Harris, MPA 
Director, Classified Human Resources

SUBJECT: Excess Vacation Carry Over Plan for 2014/2015

Article 30 of the Collective Bargaining Agreement by and between the Fontana Unified School District ("District") and the United Steelworkers, Local 8599 ("USW") allows for, with supervisor approval, a maximum of 12 days of Vacation Leave to be carried over from one school year to the next.

For the 2014/2015 school year only, the District and the USW have agreed to increase the maximum number of Vacation Leave carry over days as follows:

June 30, 2014

- USW members will be allowed to carry over a maximum of 20 days of unused Vacation Leave from the current school year (2013/2014) to the upcoming school year (2014/2015).
 - Carry over Vacation Leave over the regular 12-day maximum is referred to as "Excess Vacation Leave Carry Over". For example, a USW member who carries over 15 days of Vacation Leave is considered to have 3 days of Excess Vacation Leave Carry Over (3 days over than the regular 12-day maximum).

September 30, 2014

- A USW member who carries over more than 12 Vacation Leave days ("Excess Vacation Leave Carry Over") must complete the following by September 30, 2014:
 - Submit to his/her supervisor a plan that lists when he/she will take Excess Vacation Leave Carry Over days; and
 - Submit to his/her supervisor signed Leave Documents to account for all Excess Vacation Leave Carry Over.

December 1, 2014

- Excess Vacation Leave Carry Over must be scheduled to be taken by December 1, 2014.
 - Supervisors have the discretion to approve requests to take Excess Vacation Leave Carry Over after December 1, 2014.
 - Requests to reschedule previously approved Excess Vacation Leave Carry Over due to unforeseen circumstances shall be considered on a case-by-case basis.

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