ALBUQUERQUE PUBLIC SCHOOLS
Human Resources
Expect Great Things!

Andrea Trybus
ASSISTANT SUPERINTENDENT

Winston Brooks
SUPERINTENDENT

June 17, 2014

MEMORANDUM

TO: Directors and Principals

FROM: Andrea Trybus, Assistant Superintendent, Human Resources

RE: Closing Offices during Winter Break

Albuquerque Public Schools will close all offices (with the exception of the APS Police Department and KANW) on ***December 26, 29, 30, 31, 2014 and January 2, 2015*** *and* ***return to work on Monday, January 5, 2015.*** Those 260 day employees, who are normally scheduled to work on December 26, 29, 30, 31, 2014 and January 2, 2015 must charge those days to either an **approved leave** or **compensatory time** in accordance with the following options:

1) Non-exempt employees may charge between one (1) and five (5) days to compensatory time, depending upon the work needs and approved by the location supervisor. Compensatory time will be worked at the time and one-half rate (1.5:1). For example, eight (8) hours of leave requires 5.33 additional hours of time worked.

2) Exempt employees may, at the discretion of their supervisors, earn compensatory time at a rate of one hour for each hour worked over the forty hour work week (1:1). Compensatory time must be worked prior to **December 5, 2014**, and mutually scheduled by the supervisor and the employee at a time most advantageous to the department.

3) ***All records for compensatory time should be kept at the site by the supervisor.***

4) All five (5) days may be charged to annual leave or combination of annual and personal leave.

5) All five (5) days or any portion thereof may be charged to leave without pay.

6) All compensatory time must be pre-approved by your supervisor. ***The start date for accumulating Compensatory Time is Tuesday, July 1, 2014.***

Employees will not be provided the opportunity to work at another site. The district will, however, attempt to accommodate any new employee who has not had sufficient time to accrue annual leave so that they will not encounter loss of pay. Supervisors may develop individual compensatory time plans in those particular cases.

Attached is a sample form to log accrued time for these days.

AT/gla

Attachment

xc: Leadership Team

6400 Uptown Blvd. NE, Suite 200E PO Box 25704 Albuquerque. NM 87125-0704 505.889.4850 505.889.4883 fax

HOLIDAY TIME OFF
December 26, 29, 30, 31, 2014 and January 2, 2015
5 (five) work days off = 40 hours comp time)

July 1, 2014 is the start date for early accrual of "comp time" for the upcoming Winter Break. You may begin accruing "comp time" with the approval of your supervisor.

Please put a check below indicating how you would like to be paid during the holiday period and complete the additional information as it applies. You and your supervisor must sign the form by **December 05, 2014**. **PAYROLL IS DUE DECEMBER 12, 2014.**

It will be assumed that you will be using Annual Leave or leave without pay for the five days during the holiday closing if the form is not returned by **12/05/2014**.

EMPLOYEE _____ EMPLOYEE #_____

Annual Leave _____ (a leave slip will be completed)

Accrued Compensation (non-exempt/comp time) ____ Complete Section "A" below.

Additional time put in to cover time off (exempt) ___ Complete Section "A" below.

Leave without Pay ____ (a leave slip must be completed)

Personal Leave ____ (a leave slip must be completed)

(Section A)

Department	Date	Hours Worked	Work Completed

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Department	**Date**	**Hours Worked**	**Work Completed**

TOTAL HOURS _____ TOTAL DAYS _____

EMPLOYEE SIGNATURE_____DATE_____

SUPERVISOR SIGNATURE_____DATE_____

Return to your supervisor by Friday, December 5, 2014

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