



Memorandum of Understanding (MOU)

Summer Alternative Work Schedule

SEIU Local 1021 and the Vacaville Unified School District

June 6, 2024

The Union and the District agree to the following for the alternative work schedule for summer hours, effective on June 10, 2024 and expires on July 26, 2024:

8.10 Alternative Work Schedule

ESC regular hours are 7:30 a.m. – 4:30 p.m.

2. Effective June 10, 2024, a four-day work week is Monday through Thursday, 10 hours per day, with Fridays off.
 - Regular summer shift hours are 7:00 a.m. through 6:00 p.m. with the option of a 60 minute lunch break or a 30 minute lunch break and adjusting your schedule by 30 minutes, start or end time.
 - The building will open at 6:45 a.m. and close at 7:00 p.m.
 - All employees must have at least a 30 minute lunch.
 - There is the option to work 8 hours per day, Monday through Thursday and take an annual leave day on Fridays. You may also arrange to work remotely on Fridays with supervisor approval.
 - Any shift outside of 4-10 hour workday, Monday – Thursday, (7:00 a.m. - 6:00 p.m.) must have **direct** supervisor's approval.
 - If an ESC employee has specific concerns about working 4-10 hour days, they should contact their immediate supervisor.
3. If you use a full day of leave during the summer hours, your leave will be docked at 10 hours per day if you are working 4/10s. If you are working 5/8s then it will be docked at 8 hours.
4. Juneteenth will be observed on Wednesday, June 19th, and is a paid 8-hour holiday. The building will be open Monday, Tuesday, and Thursday and you have three options for how to work that week:

Work three 10 hour days – Monday, Tuesday, and Thursday, and **take 2 hours of leave**.

Work three 8 hour days - Monday, Tuesday, and Thursday, and **take 8 hours of leave**.

Take additional leave to take more time off.



Educational Services Center | 401 Nut Tree Rd. Vacaville, CA 95687 | (707) 453-6100

5. This year the **Fourth of July holiday** occurs on a Thursday. The July 4th holiday is a paid 8-hour holiday. The building will be open Monday, Tuesday and Wednesday. Like the week of Juneteenth, you have three options for how to work that week:

Work three 10 hour days – Monday, Tuesday and Wednesday, and **take 2 hours of leave.**

Work three 8 hour days - Monday, Tuesday and Wednesday, and **take 8 hours of leave.**

Take additional leave to take more time off.

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Lynn Benevides

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Director

Of Human Resources

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