

# Portland Public School District 1<sup>st</sup> Reading

DATE OF FIRST READING: November 02, 2021

## **PUBLIC COMMENT FOR** **Policy 5.60.031-P:** **Vacations and District Holidays**

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The Portland Public School District is providing Notice of Proposed Revised Policy and Public Comment to offer interested parties reasonable opportunity to submit data or comments on the proposed policies noted below.

Public comment may be submitted in writing directly to the district or through the district website noted below. Written comments must be submitted by 5:00pm on the Last Date for Comment listed below.

**Last Date for Comment: November 23, 2021**

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**Summary:**                   **Vacations and District Holidays 5.60.031-P**

**1<sup>st</sup> Reading by:**       **Julia Brim-Edwards**  
Portland Public School Board

**Recommended for a 1st Reading by:**  
Portland Public Schools Board of Education  
Policy Committee

**Draft Policy Web Site:** <https://www.pps.net/Page/11911>

**Contact:**       **Rosanne Powell, Senior Board Manager**  
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<b>Included in Packet</b>	<b>Page</b>
Proposed Policy - Redlined with changes proposed at 11/02/21 meeting	03
Proposed Policy - Revisions Version 1 - Redlined Policy 1st read 10/12/21	04
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### Vacation and District Holidays for Non-represented employees

The Superintendent shall develop a vacation accrual schedule applicable to non-represented employees ~~to be approved by the Board of Education in the form of a resolution~~. The vacation accrual schedule will include the annual limit on accrued vacation that can be carried forward into a new fiscal year.

Once approved, the schedule will be posted on the District website. ~~Modifications to the schedule will be approved by the Board.~~

The Board shall also approve by resolution the addition of any paid holidays for non-represented employees. Approved paid holidays shall be posted on the District website.

Legal references: ORS 332.107; ORS 332.505

History: Adopted 6/71; Amended 5/02, 6/24/02, 11/2021

Related policies: Superintendent contract policy; Administrative Employees' Terms of Employment policy

## 5.60.031-P ~~Vacation Eligibility and Scheduling~~ and District Holidays for Non-represented employees

The Superintendent shall develop a vacation accrual schedule applicable to non-represented employees to be approved by the Board of Education in the form of a resolution. The vacation accrual schedule will include the annual limit on accrued vacation that can be carried forward into a new fiscal year.

Once approved, the schedule will be posted on the District website. Modifications to the schedule will be approved by the Board.

The Board shall also approve by resolution the addition of any paid holidays for non-represented employees. Approved paid holidays shall be posted on the District website.

### I. ~~Vacation Eligibility and Accrual Rate~~

(1) ~~Administrative employees in grades 20-24, as designated by the district, shall receive an annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.~~

(2) ~~Administrative employees in grades 19 and below, as designated by the district, shall receive an annual vacation with pay as specified below:~~

<del>Completed Years of Employment</del>	<del>Days of vacation/rate of</del>
<del>accrual 1-4 years:</del>	<del>10 days / 6.7 hours per month</del>
<del>5 years:</del>	<del>11 days / 7.4 hours per month</del>
<del>6 years:</del>	<del>12 days / 8.0 hours per month</del>
<del>7 years:</del>	<del>13 days / 8.7 hours per month</del>
<del>8 years:</del>	<del>14 days / 9.4 hours per month</del>
<del>9 years:</del>	<del>15 days / 10.0 hours per month</del>
<del>10 years:</del>	<del>16 days / 10.7 hours per month</del>
<del>11 years:</del>	<del>17 days / 11.4 hours per month</del>
<del>12 years:</del>	<del>18 days / 12.0 hours per month</del>
<del>13 years:</del>	<del>19 days / 12.7 hours per month</del>
<del>14 years:</del>	<del>20 days / 13.4 hours per month</del>
<del>15 years:</del>	<del>21 days / 14.0 hours per month</del>
<del>16</del>	<del>years: 22 days (maximum) / 14.7 hours per month</del>

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## ~~II. Vacation Scheduling ¶~~

- ~~(1) It is recommended that a vacation plan for all 12-month administrative personnel be developed cooperatively with employees and their supervisors annually. ¶~~
- ~~(2) The number of days accumulated at the end of each calendar year shall be taken by December 31 of the following calendar year. ¶~~

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## ~~III. Exceptions ¶~~

- ~~(1) Exceptions to this policy may be made in individual circumstances and shall be approved by the employee's supervisor and the superintendent or designee. ¶~~

Legal references: ORS 332.107; ORS 332.505

History: Adpt. 6/71; Amd, 5/02; Rev. 6/24/02, Amd \_\_/21

Related policies: Superintendent contract policy; Administrative Employees' Terms of Employment policy

## 5.60.031-P Vacation Eligibility and Scheduling

### I. Vacation Eligibility and Accrual Rate

- (1) Administrative employees in grades 20-24, as designated by the district, shall receive an annual vacation with pay of 22 days accrued at a rate of 14.7 hours a month.
- (2) Administrative employees in grades 19 and below, as designated by the district, shall receive an annual vacation with pay as specified below:

<u>Completed Years of Employment</u>	<u>Days of vacation/rate of accrual</u>
1-4 years:	10 days / 6.7 hours per month
5 years:	11 days / 7.4 hours per month
6 years:	12 days / 8.0 hours per month
7 years:	13 days / 8.7 hours per month
8 years:	14 days / 9.4 hours per month
9 years:	15 days / 10.0 hours per month
10 years:	16 days / 10.7 hours per month
11 years:	17 days / 11.4 hours per month
12 years:	18 days / 12.0 hours per month
13 years:	19 days / 12.7 hours per month
14 years:	20 days / 13.4 hours per month
15 years:	21 days / 14.0 hours per month
16 years:	22 days (maximum) / 14.7 hours per month

### II. Vacation Scheduling

- (1) It is recommended that a vacation plan for all 12-month administrative personnel be developed cooperatively with employees and their supervisors annually.
- (2) The number of days accumulated at the end of each calendar year shall be taken by December 31 of the following calendar year.

### III. Exceptions

- (1) Exceptions to this policy may be made in individual circumstances and shall be approved by the employee's supervisor and the superintendent or designee.

Legal references: ORS 332.107; ORS 332.505

History: Adpt. 6/71; Amd, 5/02; Rev. 6/24/02

Portland, Oregon



**PORTLAND PUBLIC SCHOOLS**  
**Office of General Counsel**

501 North Dixon Street  
Portland, OR 97227  
Telephone: (503) 916-3274

**Date:** October 6, 2021  
**To:** School Board  
**From:** Liz Large, Contracted General Counsel  
Mary Kane, Senior Legal Counsel  
**Subject:** Staff Analysis Report to the Board- Policy Revision  
**Policy # and Name:** 5.60.031-P Vacation Eligibility and Scheduling

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**BACKGROUND**

The Board Policy Committee has begun a review of District policies to determine whether they continue to align with current law and practice, including reliance on a review conducted by the Department of Human Resources. Currently, the topic of employee vacations and holidays can be found in three separate policies: 5.50.064-P Religious Holidays-Teachers; 5.60.031-P Vacation Eligibility and Scheduling; and 5.70.052-P Work Year -Vacations. The Committee recommended that two of the policies be rescinded and that the Vacation Eligibility and Scheduling policy be amended. On September 29, 2021, the Policy Committee recommended that this policy go before the full Board for approval.

**RELATED POLICIES/BEST PRACTICES**

It is best practice for policies to be reviewed regularly to ensure that they continue to reflect and support the administrative responsibilities and actions of the District. In this instance, a single policy that is updated serves the District's interests of providing clear and accessible information.

**ANALYSIS OF SITUATION**

The amendments to this policy update the current outdated policies, consolidate the information into a single policy, and allow the Board to approve vacation by resolution instead of through the policy-making process .

**FISCAL IMPACT**

These changes will incur no financial impact.

**COMMUNITY ENGAGEMENT**

Because the policy is centered on internal employment decisions, there was no community engagement conducted for this policy.

**TIMELINE FOR IMPLEMENTATION/EVALUATION and COMMUNICATION PLAN**

Policy will be in effect upon adoption.

**STAFF RECOMMENDATION**

Staff recommends approval of the revised policy.

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*As a member of the PPS Executive Leadership Team, I have reviewed this staff report.*

\_\_\_\_\_ *(Initials)*

**ATTACHMENTS**

- A. Redline copy of Vacation Eligibility and Scheduling Policy
- B. Clean copy of Vacation Eligibility and Scheduling Policy