

**LAUSD - CSEA WORK YEAR CALENDAR  
MEMORANDUM OF UNDERSTANDING  
November 13, 2023**

Regarding the Work Year Calendars, Los Angeles Unified School District (LAUSD) and California School Employees Association and its Los Angeles Chapter 500 (CSEA) agree to the following terms, summarized below and detailed in Attachments A-C:

**Required Work Year Calendar (Attachments A & B)**

The District will modify the three-year tentative instructional calendar approved by the Board on March 27, 2023 to a two-year instructional calendar. For the 2023-24 and 2024-25 school years, the required work year calendars will be as follows:

**2023-2024**

- Maintain a 3-week (15 days) winter break for the 2023-2024 school year
- Add 3 instructional days to the 2023-2024 school year, in order to make up for the instructional days lost in March 2023
- Provide support of students and perform customary duties through a voluntary Winter Recess Academy on December 18, 19, and 20, 2023

**2024-2025**

- Maintain a 3-week (15 days) winter break for the 2024-2025 school year
- Add 3 instructional days to the 2024-2025 school year in order to make up for the instructional days lost in March 2023
- Provide support of students and perform customary duties through a voluntary Winter Recess Academy on December 16, 17, and 18, 2024



On behalf of LAUSD

**Dec 11, 2023**

DATE



[LETETZIA FOX \(Dec 11, 2023 17:58 PST\)](#)

Letetsia Fox, President

**Dec 11, 2023**

DATE



Jocelyn Callot,  
Bargaining Team Member

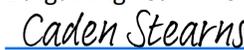
DATE



[Christopher Crump \(Dec 11, 2023 18:00 PST\)](#)

Christopher Crump,  
Labor Relations Representative

DATE



[Caden Stearns \(Dec 11, 2023 18:02 PST\)](#)

Caden Stearns,  
Labor Relations Representative

DATE



[Matthew Korn \(Dec 11, 2023 18:02 PST\)](#)

Matthew Korn,  
Labor Relations Representative

DATE



Franny Parrish,  
Bargaining Team Member

DATE

## ATTACHMENT A

1. The 2023-2024 required work year for bargaining unit members represented by CSEA shall be as follows:
  - a. For the 2023-2024 school year, three (3) additional required instructional days will be added in order to recoup the 3 lost instructional days from March 2023, bringing the total number of required workdays for C-basis employees from 182 to 183 as follows:
    - i. Employee Start Date: Monday, August 14, 2023 (Instructional Day)
    - ii. Employee End Date: Tuesday June 11, 2024 (Instructional Day)
    - iii. Optional Employee Preparation Day on Wednesday June 12, 2024; Bargaining Unit members who work this day will be compensated at their regular hourly rate.
  - b. Winter Break (no required service): Monday December 18, 2023 through Friday January 5, 2024.
  - c. The District will offer a three-day, optional Winter Recess Academy from Monday, December 18 through Wednesday, December 20, 2023. Bargaining Unit members who receive a voluntary assignment to work any of these days will be compensated at their regular hourly rate. Additionally, non - A-basis CSEA bargaining unit members who receive and work a voluntary assignment on these days shall also be allowed to cash out the corresponding number of hours of vacation, in accordance with procedures and timelines established by the District.
2. The 2024-2025 required work year for bargaining unit members represented by CSEA shall be as follows:
  - a. For the 2024-2025 school year, three (3) additional required instructional days will be added in order to recoup the 3 lost instructional days from March 2023, bringing the total number of required workdays for C-basis employees from 182 to 183 as follows:
    - i. Employee Start Date: Monday August 12, 2024 (Instructional Day)
    - ii. Optional Employee Preparation Day on Friday, August 9, 2024; Bargaining Unit members who work this day will be compensated at their regular hourly rate.
    - iii. Employee End Date: Tuesday, June 10, 2025
    - iv. Optional Employee Preparation Day on Wednesday, June 11, 2025; Bargaining Unit members who work this day will be compensated at their regular hourly rate.
  - b. Winter Break (no required service): Monday December 16, 2024 through Friday, January 3, 2025.
  - c. The District will offer a three-day, optional Winter Recess Academy from Monday, December 16 through Wednesday, December 18, 2024. Bargaining Unit members who receive a voluntary assignment to work any of these days will be compensated at their regular hourly rate. Additionally, non- A-basis CSEA bargaining unit members who receive and work a voluntary assignment on these days shall also be allowed to cash out the corresponding number of hours of vacation, in accordance with procedures and timelines established by the District.
3. The 2023-2024 and 2024-2025 required work years for B, C, D, and E-basis bargaining unit members represented by CSEA shall include a five (5) day break from required service during the week of Thanksgiving.
4. The 2023-2024 and 2024-2025 required work years for B, C, D, and E-basis bargaining unit members represented by CSEA shall include a five (5) day break from required service during the week of Spring Break.

## ATTACHMENT B

### 2023-2024

183 workdays – 183 instructional days – 3 week winter break

- First day of instruction moves to Monday, August 14
- Move the instructional days scheduled for Monday, December 18 and Tuesday, December 19 to Thursday, June 6 and Friday, June 7
- Add three required instructional days: Monday, August 14, Monday, June 10 and Tuesday, June 11
- Optional Employee Preparation Day on Wednesday, June 12
- Optional “Winter Recess Academy/Camp” days from Monday, December 18 through Wednesday, December 20

### 2024-2025

183 required workdays – 183 instructional days – 3 week winter break

- Optional Employee Preparation Day on Friday, August 9
- First day of instruction remains Monday, August 12
- Move the instructional days scheduled for Monday, December 16 through Friday, December 20 to Friday, May 30 through Thursday, June 5
- Add three required instructional days: Friday, June 6 through Tuesday, June 10
- Optional Employee Preparation Day on Wednesday, June 11
- Optional “Winter Recess Academy/Camp” days from Monday December 16 through Wednesday, December 18