

ATTACHMENT NO. X-C

ATTACHMENT NO. X-C: Determination of District Office hours during Winter Break

Potential motion: Move to close District Office between 12/24/13 and 1/2/14

Recommended action: Approve the motion.

I am recommending closing the district office from 1/24/13 – 1/2/14 since many staff have to use up their vacation. Staff will still either work or take time off, but we won't have to worry about keeping minimum staffing levels during business hours.

Several staff would like to take vacation time that week, and it will be difficult to ensure the office is open throughout the break without denying vacation requests during the holiday period.