

**ARTICLE X, SECTION 1.3, OF THE COLLECTIVE
BARGAINING AGREEMENT LAUSD AND AALA
“PROFESSIONAL WORKDAY”**

The District recognizes that the responsibilities of administrators do not lend themselves to a defined workday or workweek of rigidly established length. Each administrator is expected to devote the time necessary to get the job done. The hours required will vary from day to day and week to week, however, the duties required of the administrator should be reasonable.

Administrators are responsible for implementing and administering policies, rules and regulations of the District, for implementing collective bargaining agreements and for exercising independent judgment in the performance of their duties. In recognition of the “professional workday” described above, **when the schedule of the administrator involves extended work hours on a given day, flexible work hours on a subsequent day may be taken with the prior approval of the immediate supervisor. Upon request of the administrator, the immediate supervisor must provide the administrator with a time within which to schedule the flexible work hours. Such time shall fall within fifteen (15) working days of the date of the administrator’s request. Any failure by the immediate supervisor to provide such a time within the 15 days shall be grievable by the administrator.** Nothing herein shall prevent the administrator and the immediate supervisor from scheduling flexible work hours at any time by mutual agreement. In scheduling the flexible work hours, the administrator and the immediate supervisor shall take the following into consideration:

- The absence of the administrator will not have a negative impact on the operation of the work site;
- The Local District/Division/Unit has been notified of the administrator’s flexible hours for the day;
- An administrative designee has been assigned to handle matters in the administrator’s absence;
- The Local District /Division/Unit has been informed of the identity of the administrative designee;
- The administrative designee has been directed by the administrator to contact the administrator and/or Local District /Division/Unit in cases of emergency; and
- The absence may not exceed one-half of the administrator’s workday except by mutual agreement.

If administrators are required to work on a holiday, such as Admission Day, compensating time off on an hour-for-hour basis shall be granted within a reasonable time.

It is suggested that a log be used to keep track of your time.

**REQUIRES PRE APPROVAL - SAMPLE LOG FOR ADMINISTRATOR
ARTICLE X, SECTION 1.3, OF THE COLLECTIVE BARGAINING AGREEMENT LAUSD AND AALA
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Name: _____ Employee No.: _____

Location: _____

Flexible Date Requested (15-day notice)	Date Extended Hours Worked	Type of Activity	Number of Hours	Approved
<i>Example:</i> Friday, May 2, 2008 7:30-10:30 a.m.	Saturday, April 5, 2008 8:00-11:00 a.m.	<i>Provided instruction to Advisory Council on budget development.</i>	3	

