

To: IVCS D Board of Directors
From: Jonathan Abboud, General Manager
Cc: Debra Anderson, Assistant General Manager
Subject: January 6 - March 4th Vacation Time Request

IVCS D full time regular employees earn 120 hours (15 days) of vacation time per year. Vacation time may be rolled over from year to year, but with a cap of 240 hours. Employees also receive 16 hours of paid time off for personal holidays per year, which cannot be rolled over. Requests of all employees are approved by the General Manager, but the General Manager must have their request approved by the Board of Directors. I currently have 96 hours available to me and will accrue 120 hours of vacation time and 16 hours of personal holiday time on January 1st for a total of 232 hours.

I am requesting 176 hours of vacation time from January 6th, 2020 - March 4th, 2020. This represents 22 regular working days of vacation time.

There are 19 working days in both January and February during this period, for a total of 152 hours each month. There are 3 working days in March, for a total of 24 hours that month.

My intention is to work at 50% time and take 50% vacation time each week in January and February, and March 2nd, 3rd, and 4th fully as vacation.

My proposed work schedule is:

Monday - Wednesday: 4 hours
Fridays: 4 hours
Saturdays: 4 hours = 20 hours per week

I have developed a work plan and schedule with the Assistant General Manager to accommodate my vacation time for this period. We will be maintaining our current cohort of interns to ensure a smooth transition of currently organized work that will continue through the next year. As has been planned since August, a fourth intern will begin on January 13th.

If anything urgent arises, I am 100% committed to decreasing my vacation time usage to tend to the District's needs and priorities. Debra Anderson will be Acting GM in my absence.

Jonathan Abboud
General Manager, Isla Vista Community Services District