

UFT Arbitration Award: Vacation/Spring Break 2020

The DOE has developed an [FAQ](#) to provide additional guidance regarding the UFT Arbitration Award for Spring Break 2020; the award was announced in the January 18 edition of [Principals Digest](#). UFT employees who worked during Spring Break 2020, and otherwise would have been off, have been awarded "Vacation Days." These days are now available for use in a separate vacation bank in the Employee Information System (EIS) system; the bank balances are visible to all staff in the payroll portal (the code is "CVR"). In addition, school secretarial staff have access to the vacation bank balances in the EIS system. Additional payroll administration guidance on how to charge absences to this bank will be issued in an upcoming edition of Principals Digest.

As a reminder:

- **Employee Requests:** All UFT-represented employees shall provide notice as soon as possible, but no later than 10 school days in advance of requested days. Schools should develop a school-level system for requests and tracking of responses (e.g., online calendar request or survey or form) that is consistent with this guidance.
- **Responses:** In general, Vacation Day requests should be granted. However, a school supervisor may deny a request based on a compelling reason. If a supervisor believes there is a compelling reason for denying a request, the supervisor must (1) notify the employee via email with a copy to the Chapter Leader and UFTVacationappeal@schools.nyc.gov; and (2) include the reason for the denial and, if possible, the days at-issue.
- **Expedited Process:** If there is a dispute regarding the compelling reason, the DOE and UFT Central offices will discuss, and if necessary, seek an expedited hearing for a final determination.

Please review the [Labor Guidance](#) and [FAQ](#) for information regarding implementation of this arbitration decision.