



July 23, 2021

**To:** YPI Charter Schools  
Board of Directors

**From:** Ruben Dueñas  
Chief Operations Officer

**Subject:** **One Time Vacation Buyout**

**Background:**

- Vacation days for year round staff were reduced from 20 days to 13 days.
- 7 days were made YPICS Holidays (Shutdown Days) including 3 days at the end of December and 4 days in July. This allows all staff to spend time with family during the 4th of July week and during winter break without the need of requesting time off from supervisors. As a result, the vacation cap is reduced to 20 days.

**Analysis:**

- 11 employees are now in excess of the vacation days cap.
- General Data

# of Employees	11
Total Cost	\$19,861.85
Average Payment	\$1805.62
Total Days	48.2
Max Days	7
Min Days	1.28

**Options:**

1. Pay employees for excess time by a set deadline or
2. Grandfather employees in, permitting time on the books as their extra accrued vacation in excess of the cap, but for any new vacation they earn moving forward, they will not be able to exceed the 20 day cap.

**Recommendation:**

Staff recommends paying out vacation time to employees in the following amounts:

Employee 1	\$1,834.33	Employee 7	\$1,552.48
Employee 2	\$1,217.06	Employee 8	\$661.93
Employee 3	\$851.29	Employee 9	\$2,800.67
Employee 4	\$2,865.18	Employee 10	\$514.84
Employee 5	\$333.29	Employee 11	\$1,923.66
Employee 6	\$5,307.12		