

**SHORT TERM LAYOFF AND / OR REDUCTION OF  
WORKING HOURS**

**SECTION 7.01**

**Effective Date: October 15, 2015**

**Approved By: Governing Board** 

To provide a plan authorizing the Executive Director to designate short term temporary layoff necessitated by lack of funds, lack of work, job abolishment, or reorganization.

It is the policy of the Governing Board that the Executive Director is authorized to designate temporary short term layoff not to exceed six (6) weeks. This layoff may be designated for the following reasons:

1. Lack of funds resulting from grant award cutbacks or receipt of funds.
2. Lack of work resulting from a variety of reasons including inclement weather, power failure or lack of utilities, extreme absenteeism in the Head Start Center, or other similar circumstances.

During these temporary layoffs accrued personal leave and vacation earnings will not be paid to the employees. If this layoff become permanent or extends beyond six (6) weeks, all paid leave will be paid to the employee.

Any staff member who arrives for work and for whom work is unavailable would have the following rights:

1. Any staff member arriving for work would be guaranteed a minimum of two (2) hours pay regardless of any other circumstances.
2. Staff members would have the unilateral right to use paid leave to make up lost time.

The Executive Director will also be authorized to reduce employees working hours on a short-term basis due to lack of funds or lack of work. In no case will this period exceed four (4) months. If the period is anticipated to exceed four (4) months, the position will be abolished, a new part-time position created, and the hiring policy will be followed.