

SIDE LETTER BETWEEN THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT AND SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 REGARDING ACCRUED VACATION PAY OUTS

The San Francisco Unified School District (referred to as the District) and the Service Employees International Union (SEIU) Local 1021 (referred to as the Union), collectively referred to as the Parties, agree to the terms below to address classified employees ability to cash out their accrued vacation. This practice will align with standard practices currently in place in other Districts across the state of California. Unless specified otherwise, no section in this Side Letter will supersede the most current collective bargaining agreement between the Parties.

The Parties agree that all classified staff who earn, accrue and use vacation will be provided with an optional opportunity to “cash out” in a lump sum payment, twice a year, up to their total earned and accrued vacation, based on the guidelines listed below. Classified staff may only submit requests for the accrued hours available in their bank(s) at the time the request is made. No “front loading” or “projecting” of potentially accrued vacation will be permitted.

Classified school-term staff may submit a request to cash out a minimum of one (1) day’s worth of regularly scheduled work hours up to a maximum of their total available accrued vacation days. Classified year-round staff may submit a request to cash out a minimum of five (5) days worth of regularly scheduled work hours but must maintain at least eighty (80) hours in their accrual bank.

For the Spring 2026 semester, classified staff must notify the District of their cash out request no later than June 12, 2026 via a Google Form. The expected pay out for that submission will be no later than July 10, 2026.

For the Fall 2026 semester, classified staff must notify the District of their cash out request no later than December 1, 2026 via a Google Form. Pay outs will take place no later than December 23, 2026.

For the Spring 2027 semester, classified staff must notify the District of their cash out request no later than June 1, 2027 via a Google Form. The expected pay out for that submission will be no later than July 7, 2027.

For the Fall 2027 semester, classified staff must notify the District of their cash out request no later than December 1, 2027 via a Google Form. Pay outs will take place no later than December 22, 2027.

For the Spring 2028 semester, classified staff must notify the District of their cash out request no later than June 1, 2028 via a Google Form. The expected pay out for that submission will be no later than July 5, 2028.

The District will be responsible for managing all unit member cash out requests, including

processing and ensuring correct payments are made. Each employee is responsible for ensuring they submit their cash out request by deadlines listed in this Side Letter and are responsible for ensuring they are submitting requests for hours available in their accrual bank(s). Any cash out requests made by the employee that exceed their available balance(s) will be rejected and only approved for up to the available balance. In the event of an employee being cashed out for hours beyond what was available in the employee's accrual bank(s), the employee will be responsible for the request and understands that a negative balance reverts to a pay dock for using hours that were not available. Unit members should be mindful of the time it takes to process a deduction to their accrual bank(s) if they previously used vacation days and then submitted a request to cash out vacation days as this is an example of when a negative balance could occur, which will result in a pay dock.

Vacation submissions during the regular school year are not impacted by this Side Letter and are to follow the current language in the Collective Bargaining Agreement. Additionally, all other leave requests, including sick leave, will be in adherence to the current language in the collective bargaining agreement.

This Side Letter shall be non-precedent setting and will sunset on June 30, 2028, unless the Parties mutually agree to extend this Side Letter agreement.

For the District,



**Apolinar Quesada,
Executive Director of Labor Relations**

Date: 07/28/2026

For the Union,



[Andre Spearman \(Jun 2, 2026 12:47:57 PDT\)](#)

**Andre Spearman,
SEIU Local 1021**

Date: 06/02/2026

For the Union,



[Jennifer Pon \(Jun 2, 2026 11:32:34 PDT\)](#)

**Jennifer Pon,
Vice President - SEIU Local 1021**

Date: 06/02/2026

UPDATED FINAL Side Letter SFUSD - SEIU Vacation Payouts June 2026

Final Audit Report

2026-07-28

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