



April Payroll Deadlines

April paydays: April 10 and April 30, 2009.

- The deadline to enter positive pay hours for the April 10 payday was April 1.
- The deadline to enter absences and positive pay hours for the April 30 payday is **April 16 at 5:00 pm.**
- The deadline to enter positive pay hours for the May 8 payday is **May 1 at 5:00 pm.**

PLEASE MARK YOUR CALENDAR WITH THIS INFORMATION! Also, please do not wait to enter absences and positive pay hours until the day of the deadline. Do time entry daily or once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Encourage employees at your site to turn timecards in daily or at the end of each week.

Spring Break: April 6-10, 2009

Certificated employees are off the week of spring break. That week is not included in their work year calendar. Do not report any absences for certificated staff during that week. Children Center Teachers working 12 months on a 248 day calendar are charged vacation during that week. Please enter vacation hours for 12 month CDC teachers.

Please report vacation days for all of your classified staff that are not working during spring break. The “forced” vacation days for 10 month classified employees and 11 month classified employees are April 6, 7, 8, 9 and 10. **Report these days as vacation (VAC).** If an employee does not have enough vacation hours to cover those five days, the balance must be reported as **unpaid (UNP)**.

Do not report spring break as sick leave unless the classified employee who, while on vacation, has suffered a disability, injury or illness and as a result, shall have the right to use sick leave instead of vacation during each day of such disability. A statement from a licensed physician may be required by the supervisor.

You can report industrial accident absences during spring break if the employee has been absent on worker’s comp prior to that week.

If a classified employee worked on a forced vacation day, they are not charged vacation for that day. This is simply considered a workday. Please do not report it as vacation, overtime, extra-time or regular time.

Vacation Accrual Policy

In accordance with District policy and Collective Bargaining Agreements, employees can accumulate a maximum of 328 vacation hours. Employees at or above 328 hours can carry excess vacation accrual forward for use prior to August 31. (Regular classroom teachers do not accrue

vacation.) Any vacation time that exceeds 328 hours at the end of August will be paid to the employee on the September pay warrant. At the same time, the employee's vacation balance will be reset to 328 hours. Managers and employees share responsibility in monitoring vacation balances to make sure they do not exceed the 328 hour maximum at the end of August each year. A manager or supervisor may require an employee to use vacation hours to avoid reaching the maximum accumulation. Payments to employees that have exceeded the cap will be charged directly to your site budget. For more information, visit the [Payroll](#) website. With questions, contact your payroll specialist.

Run the "Leave Balance Reports" to identify employees at your site whose vacation balance is at or above 328 hours. There are two reports that can be run: Leave Information by Department and Vacation Balances of 300 or >. Here is the navigation:

Benefits → Manage Leave Accruals → Leave Balance Reports

Site Operations Circular No. 1027

The above circular is now available on the SDUSD website under bulletins and circulars. This circular is for ten-month traditional or eleven-month traditional employees interested in signing up for the option to reserve net pay for the summer months.

<http://www.sandi.net/staff/circulars/0809/so1027.pdf>

Maternity Leave

Maternity leave = sick leave. Employees who are absent due to having a baby or a difficult pregnancy may use their sick leave while absent. These types of absences are normally charged to sick leave. After the baby is delivered, a physician will typically approve the employee to return to work within six to eight weeks. If the employee does not want to return to work at that time, they must apply for a leave of absence or resign from their position. They can not continue to use sick leave once the doctor has released them to return to work.

2 Hr Personal Business

Employees may be excused from duty without loss of pay by the principal or department head for a period of not more than two hours. Excuses should be limited to medical/dental appointments and occasional emergency personal matters that cannot be handled outside the employee's regular work hours. Employees who are absent for more than two hours must charge vacation or unpaid personal business. The employee must obtain approval of the supervisor prior to each occasion of absence.

Please refer to administrative district procedure #7134 for a list of other acceptable reasons for 2 hours of personal business.

Absence Reporting

Please note that absences should be reported in Time and Labor even if the signed absence form has not been turned in by the employee. You may report the absence based on the SAMS report, a phone call, an email message, etc. School sites should print the SAMS report daily and record all absences from the report. The timekeeper must still pursue obtaining the absence form from the employee since it includes the employee's signature authorizing the leave. If the timekeeper is not successful in obtaining an absence form, then the matter should be brought to the administrator's attention.

Comp Time for Classified Employees

When compensatory time is earned, classified employees shall be provided the opportunity to take such time off within a **reasonable** time following the day on which the overtime is worked. If no such opportunity is provided, the employee shall be paid for the accrued compensatory time. This applies to all employees in the Operations-Support Services Bargaining Unit (OSS), the Paraeducator Bargaining Unit (PARA) and the School Police Services Unit (POA).

Employees in the Office-Technical and Business Services Bargaining Unit (OTBS) shall be provided the opportunity to take compensatory time off within six work months of accrual. If no such opportunity is provided, the unit member shall be paid for the accrued compensatory time.

It is up to the sites to monitor this as it is not audited by Payroll.

Double Time for Classified Employees

Classified employees who qualify for time-and-a-half overtime will be compensated at two times their regular rate of pay for work performed on any **seventh consecutive workday** where the employee has worked hours on the **six preceding** calendar days. Only the seventh consecutive workday will entitle the employee to double time.

For payroll accounting purposes, the traditional workweek begins on Monday 12:00 a.m. Therefore, if an employee works, or is in paid status Monday through Friday, works overtime on Saturday at 1.5 times their hourly rate, works on Sunday, then Sunday would be paid as double time as that would be the seventh consecutive workday.

April Resignations and Leaves of Absences

Please notify your payroll specialist as soon as possible if an employee is resigning or going on a leave of absence effective this month. **Do a termination or leave of absence PAR.**

Review the on-line roster in Time and Labor or run your Filled Positions Report to verify your list of current employees. If a name appears that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this as it will ensure an employee is paid correctly!