

Leave of Absence



Examples



Example 1

- Member is on a board approved leave of absence the entire pay period and is unpaid.
 - One LA record
 - \$0 Earnings
 - 11 Days Paid (entire pay period)
- The member will have one LA record on the Details/Adjustments page.

Employment Information

Pay Period Begin Date *	10/16/2022	Pay Period End Date *	10/31/2022	Pay Date *	11/01/2022	Payroll Frequency *	Semi-Monthly		
Employment Begin Date *	08/16/2017	Employment End Date *		Employment End Reason *		Employment Type *	Full Time	Job Category *	Teacher
Contract Days *	180	FTE Percentage *	100 %	Contribution Category *	Tier 2				

Earnings & Contributions

Full Annual Rate *	\$ 49,399.76	Payment Reason *	Unpaid Leave of Absence	Deferred *	No	Earnings *	\$ 0.00	Earnings that Exceed Salary Limits *	\$ 0.00
Contributions *	\$ 0.00	THIS Contributions *	\$ 0.00	Employer Defined Contributions *	\$ 0.00	Fiscal Year *	20222023		

Timekeeping

Docked Days *	0.00	Sick Leave/Personal Days *	24.0	Days Paid *	11	Post-Retirement Hours *	0.00	Balanced Calendar *	No
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Example 2

- Member is on a board approved leave of absence the entire pay period and the district is spreading out the earnings over the leave period.
 - One BS record
 - Earnings \$274.47
 - 0 Dock Days and 0 Days Paid
 - One LA record
 - \$0 Earnings
 - 0 Dock Days and 11 Days Paid
- The member will have two records on the Details/Adjustments Page.

Pay Period Begin Date ▾	Pay Period End Date	Payment Reason ^	Earnings	Contributions	THIS Contributions	Days Paid
10/16/2022	10/31/2022	BS	274.47	24.70	2.47	00
10/16/2022	10/31/2022	LA	0.00	0.00	0.00	11

Example 2 cont.

Base Salary Record

Employment Information

Pay Period Begin Date *	10/16/2022	Pay Period End Date *	10/31/2022	Pay Date *	11/01/2022	Payroll Frequency *	Semi-Monthly		
Employment Begin Date *	08/16/2017	Employment End Date *		Employment End Reason *		Employment Type *	Full Time	Job Category *	Teacher
Contract Days *	180	FTE Percentage *	100 %	Contribution Category *	Tier 2				

Earnings & Contributions

Full Annual Rate	\$ 49,399.76	Payment Reason *	Base Salary	Deferred *	No	Earnings *	\$ 274.47	Earnings that Exceed Salary Limits *	\$ 0.00
Contributions *	\$ 24.70	THIS Contributions *	\$ 2.47	Employer Defined Contributions	\$ 0.00	Fiscal Year *	20222023		

Timekeeping

Docked Days *	0.00	Sick Leave/Personal Days *	24.0	Days Paid *	0	Post-Retirement Hours	0.00	Balanced Calendar	No
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Example 2 cont.

Leave of Absence Record

Employment Information

Pay Period Begin Date *	10/16/2022	Pay Period End Date *	10/31/2022	Pay Date *	11/01/2022	Payroll Frequency *	Semi-Monthly		
Employment Begin Date *	08/16/2017	Employment End Date *		Employment End Reason *		Employment Type *	Full Time	Job Category *	Teacher
Contract Days *	180	FTE Percentage *	100 %	Contribution Category *	Tier 2				

Earnings & Contributions

Full Annual Rate *	\$ 49,399.76	Payment Reason *	Unpaid Leave of Absence	Deferred *	No	Earnings *	\$ 0.00	Earnings that Exceed Salary Limits *	\$ 0.00
Contributions *	\$ 0.00	THIS Contributions *	\$ 0.00	Employer Defined Contributions *	\$ 0.00	Fiscal Year *	20222023		

Timekeeping

Docked Days *	0.00	Sick Leave/Personal Days *	24.0	Days Paid *	11	Post-Retirement Hours *	0.00	Balanced Calendar *	No
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Example 3

- Member is on a board approved leave of absence for part of the pay period. There are 11 days in the pay period and the member is being paid for 7 days and 4 days are unpaid leave.
 - One BS record
 - Earnings \$2,319.52
 - 0 Dock Days and 7 Days Paid
 - One LA record
 - \$0 Earnings
 - 0 Dock Days and 4 Days Paid
- The member will have two records on the Details/Adjustments Page.

Pay Period Begin Date ▾	Pay Period End Date	Payment Reason ^	Earnings	Contributions	THIS Contributions	Days Paid
10/16/2022	10/31/2022	BS	2,319.52	208.76	20.88	07
10/16/2022	10/31/2022	LA	0.00	0.00	0.00	04

Example 3 cont.

Base Salary Record

Employment Information

Pay Period Begin Date *	10/16/2022	Pay Period End Date *	10/31/2022	Pay Date *	11/10/2022	Payroll Frequency *	Semi-Monthly		
Employment Begin Date *	08/11/2021	Employment End Date *		Employment End Reason *		Employment Type *	Full Time	Job Category *	Teacher
Contract Days *	180	FTE Percentage *	100 %	Contribution Category *	Tier 2				

Earnings & Contributions

Full Annual Rate *	\$ 63,461.53	Payment Reason *	Base Salary	Deferred *	No	Earnings *	\$ 2,319.52	Earnings that Exceed Salary Limits *	\$ 0.00
Contributions *	\$ 208.76	THIS Contributions *	\$ 20.88	Employer Defined Contributions *	\$ 0.00	Fiscal Year *	20222023		

Timekeeping

Docked Days *	0.00	Sick Leave/Personal Days *	0.0	Days Paid *	7	Post-Retirement Hours *	0.00	Balanced Calendar *	No
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Example 3 cont.

Leave of Absence Record

Employment Information

Pay Period Begin Date *	10/16/2022	Pay Period End Date *	10/31/2022	Pay Date *	11/10/2022	Payroll Frequency *	Semi-Monthly		
Employment Begin Date *	08/11/2021	Employment End Date *		Employment End Reason *		Employment Type *	Full Time	Job Category *	Teacher
Contract Days *	180	FTE Percentage *	100 %	Contribution Category *	Tier 2				

Earnings & Contributions

Full Annual Rate *	\$ 63,461.53	Payment Reason *	Unpaid Leave of Absence	Deferred *	No	Earnings *	\$ 0.00	Earnings that Exceed Salary Limits *	\$ 0.00
Contributions *	\$ 0.00	THIS Contributions *	\$ 0.00	\$ Employer Defined Contributions *		Fiscal Year *	20222023		

Timekeeping

Docked Days *	0.00	Sick Leave/Personal Days *	0.0	Days Paid *	4	Post-Retirement Hours *	0.00	Balanced Calendar *	No
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