

Are you planning on going out on leave?

This packet of information will give the understanding of what you will need to know about going on leave.

- All available leave will be used at the beginning of your leave.
(State and Local that you have accrued)
- After all earned days have been used you will be given a “payoff “check.
- When you return to work your salary will be refigured to reflect the new number of days you will be working.

What happens to my
paycheck when I go on
leave?

How do I know the number of days that I can use for my leave?

When figuring the number of days accrued, only count calendar work days (that does NOT include winter break, spring break etc..)

Accruing State Days

| | |
|---------|-----|
| 0-17 | 0 |
| 18-35 | 0.5 |
| 36-53 | 1 |
| 54-71 | 1.5 |
| 72-89 | 2 |
| 90-107 | 2.5 |
| 108-125 | 3 |
| 126-143 | 3.5 |
| 144-161 | 4 |
| 162-179 | 4.5 |
| 180 + | 5 |

Accruing Local Days

| | |
|---------|-----|
| 0-22 | 0 |
| 23-45 | 0.5 |
| 46-68 | 1 |
| 69-91 | 1.5 |
| 92-114 | 2 |
| 115-137 | 2.5 |
| 138-160 | 3 |
| 161-179 | 3.5 |
| 180-201 | 4 |
| 202-225 | 5 |
| 226-260 | 6 |

What will my last check
look like?

Spring Independent School District
187 Day Contract Payoff Calculation Sheet

Of available state and local days that you can use for your leave

\$30.00 1/9/2009
\$1,822.50 1/23/2009

Terminate Contract _____
Leave of Absence x _____

NAME DOE, JANE Campus 120 ID# 123456

First Day Worked 8/18/2008 Last Date of Service 11/12/2008

Daily Rate \$237.75 Number of Days Worked 62

Gross Pay \$1,852.50 Leave Days Available 8

First Pay 9/10/2008 Last Paid Day 12/1/08

Total Contract Earned \$16,642.50

Total Contract Paid \$14,820.00

Amount Due Staff Member \$1,822.50

Total # of days that you are paid for multiplied by your daily rate.

Current amount that you have been paid of your contract.

- Calculate Payoff
- Put Supplemental Pay on Supp Form
- Fix Days
- Make Copies for HR and Payroll

Sick Leave Accumulated

State Days _____ # Used _____ 0
Local Days _____ # Used _____ 0
Total Leave Balance 0

Sick Leave Owed the District _____ 0
Non Duty Days Owed the District 0 0

Total Lump Sum Payment \$1,822.50

Deductions To Be Made From Final Check

Gross amount (before taxes and any other deduction) that you will receive on your final paycheck

Loan _____

Comments:

Date Paid: 1/9/2009

Originated: C. Adams

Checked By: _____

Add Supplemental Pay: Code: _____ Amount: \$30.00

What happens to my
Insurance when I am on
leave?

Everything stays the same until
after you receive your payoff
check.

- You will receive a letter stating what premiums and any other deductions that you will owe.



Spring Independent School District
www.springisd.org

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March 2, 2009

Stephanie Bauwens
Payroll/Benefits
sbauwens@springisd.org
281-891-6099

Jane Doe
123 Main Street
Houston, TX 77090

RE: **INSURANCE PREMIUMS AND OTHER DEDUCTIONS**

Dear Ms. Doe,

I have been advised that you are on Leave of Absence and received your last check on 2/25/2009; therefore, you will have to pay your insurance premiums and any other deductions. If you wish to continue your insurance, you are responsible for paying the premiums that would usually be deducted from your checks.

You have the following deductions from each paycheck:

| | | |
|----------|---|-----------------------------------|
| \$163.50 | - | Medical – PPO |
| 9.43 | - | Voluntary Life |
| 1.56 | - | Spouse Life |
| 100.00 | - | Medical Reimbursement |
| 10.36 | - | Dental – PPO |
| 3.19 | - | Vision |
| 36.00 | - | Disability |
| ----- | | |
| \$324.04 | | TOTAL DEDUCTIONS PER CHECK |

While you are on Leave, we ask that the insurance premiums be paid by the month. **Your total monthly premiums are \$648.08.** ** These premium payments are due in our office before the 5th of month. Please make your check/money order payable to Spring ISD (no cash please) and mail it to the above address - Attn: Stephanie Bauwens – Employee Benefits. **Please retain this letter, as we do not send out letters every month.** The above-mentioned monthly premium will not change unless you change your coverage.

Should you have any questions, please call me at 281-891-6099.

Sincerely,
Stephanie Bauwens
Payroll / Employee Benefits

*****Premiums for March (\$648.08) are due upon receipt of this letter.*****

Will I get a check when I
return to work?

How much will my checks be when I return to work?

- Take the # of days you have remaining of your contract to work
- Multiply that # by your daily rate
- We divide that amount by the number of checks you have remaining for the year



237.75 daily rate

X 123

29243.25 / 18

= 1624.63