



North East Independent School District

8961 TESORO DR., SUITE 201 – SAN ANTONIO, TEXAS 78217

DATE: June 6, 2019

TO: Budget Managers and Principals

THROUGH: Dan Villarreal, Associate Superintendent for Business Services/CFO
Brian Moy, Executive Director of Finance and Accounting
Jeff Coats, Senior Director of Accounting and Payroll

FROM: Emma Jackson, Senior Payroll Manager

SUBJECT: **REPORTING LEAVE FOR TEN-HOUR WORKDAY IN SUMMER WORK SCHEDULE**

Some employees who work this summer will work ten hour days in a four day workweek. Because this work schedule differs from our normal work schedule, the employees will need to modify how they record their absences and their use of leave.

Employees on a 230 day work schedule are scheduled to work eight hour days in a four day workweek. This memo does NOT apply to these employees.

To minimize confusion, Payroll has created a chart to guide employees and their supervisors in the proper recording of absences and the use of leave for employees working ten hour days. The chart is included on the following page.

Any adjustments to the employee's schedule to accommodate the use of leave must be approved by their immediate supervisor. The use and administration of leave is subject to audit, and supervisors will be held accountable for correct use of leave and vacation time.

Please share this information with your staff and feel free to call Payroll if you have any questions.

EMPLOYEE TYPE	LEAVE SCENARIO	ACTION TAKEN
PARAPROFESSIONAL AND AUXILIARY EMPLOYEES	Any absence A. Example 1 B. Example 2	Employees must use a <u>minimum</u> of 1 hour of leave. A. If absent 1 hour or more, then use the actual amount of leave. B. If absent less than one hour, the employee will only be paid for the hours they worked unless they choose to use leave. If they use leave, they <u>must use one full hour</u> of leave. Overtime would not be paid if the use of leave makes the employee go over 40 hours for the week.
CERTIFIED EMPLOYEES	A. ½ day absence B. One day absence (10 hours) C. Two day absence (20 hours) D. Three day absence (30 hours) E. Four day absence (40 hours)	A. Report ½ day (4 hours) of leave B. Report 1 day (8 hours) of leave and make up the additional two hours during the week Or B. Report 1 ½ days (12 hours) of leave and take two additional hours off during the week C. Report 2 ½ days (20 hours) of leave. Report one day absence for the day the employee was absent and ½ day on Friday. D. Report 3 ½ days (28 hours) of leave and make up the additional 2 hours during the week Or D. Report 4 days of leave (32 hours). Report one day absence for each day the employee was absent and take an additional two hours off during the week. E. Report 5 days (40 hours) of leave Monday – Friday