



**Reminder-**  
*There are 4 paid holidays over the winter break.*  
*Please be sure to read the updated changes to time reporting during Winter break included below.*

**Payday is December 28, 2023**

**December Payroll Deadline**

The deadline to enter absences and positive pay hours for the December 28, 2023 payday is **Monday, December 18 at 5:00 pm**. Please enter all absences and positive time by this deadline to ensure everyone is paid correctly on December 28.

It is extremely important that you have time reported and SAMS jobs verified for the week of December 11 prior to leaving work on December 15 for employees to be paid in a timely manner.

**January Hourly Payroll Deadline**

The deadline to enter positive pay hours for the January 10, 2024 payday is January 2 at **5:00 pm**.

**PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!**

**\*Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily whenever possible. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Timely reporting is essential in order for the district to manage its resources.

**Thanksgiving Week**

All school sites were closed the week of Thanksgiving from November 20 through November 24.

The first three days of that week (Nov 20, 21, 22) are unpaid days for classified **PARA** and **OSS** ten (10) month traditional and some eleven (11) month traditional employees. They will be docked for those unpaid days on the December 28, 2023 paycheck. Payroll will automatically add the unpaid time to the employee's timesheet in Time and Labor. Do not change or delete those hours.

**Floating Holiday and/or Vacation hours cannot be used in lieu of the unpaid days.**

**OTBS Classified employees** in 10-month positions and most 11-month positions should have vacation reported the first three days of that week (Nov 20, 21, 22). If an employee did not have enough vacation hours to cover the days below, report the time as **unpaid**. Use the time reporting code of **UNP**.

Do not report sick leave unless the OTBS 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. Industrial accident can be reported for winter break if the employee had been out due to a work place injury the week prior to the break period.

**Floating Holiday may not be reported during this time.**



**Winter Break Reporting: December 18, 2023 thru January 1, 2024**

**Holidays:** There are 4 holidays during winter break - December 22, 25, 29, 2023 and January 1, 2024. These are paid holidays for classified employees and non-work days for certificated employees. These days should be left blank on the timesheet unless an employee works and is eligible for regular time, extra time, or overtime.

**Do not report absences on these holidays.**

**Winter Break and Posting of Vacation for Classified Employees**

Classified employees in 10-month positions and most 11-month classified employees should have vacation reported during winter break. If an employee does not have enough vacation hours to cover the days below, report the time as **unpaid**. Use the time reporting code of **UNP**. Please take into consideration the December vacation accruals that will be available for use on December 16<sup>th</sup> before docking an employee for unpaid time.

Do not report 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. Industrial accident can be reported for winter break if the employee had been out due to a work place injury the week prior to the break period. Floating Holiday may not be reported during this time.

**See below for list of dates to report by job type and schedule:**

Para educators:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

Para educators with Wednesdays off:

- Report **5** days of vacation on Dec 18, 19, 21; December 26, and 28

Para educators with Fridays off:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

Clerical OTBS/POA:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

Eleven-month employees:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

Food Services:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

Bus Drivers:

- Report **7** days of vacation on December 18, 19, 20, 21; December 26, 27, and 28

**Winter Break Reporting for Certificated Employees**

Certificated employees at school sites are off during winter break. This break is not included in their work year calendar. Please do not report any absences for certificated staff at school sites during winter break.



### **Unpaid Day in January**

The Board approved school year calendar for 2023/2024 has a non-work day on January 2, 2024. This is an unpaid day for most employees similar to other non-work, non-paid days on the schedule. Days such as these are docked on the warrant in which less than a full month of work is performed. Below is a description of employee groups and what January 4 is for each (work or non-work):

- Classified employees (10/11 Month) who are on traditional pay schedules: January 2, 2024 is a non-work/non-paid day that will be docked as unpaid time on the January monthly payroll. This will be done as a mass update to the timesheets just as it is done for other non-work days during the year. There will be no action required from the timekeeper to report the unpaid time. Please DO NOT change the unpaid time reported by Payroll on this day.
- Classified employees (10/11 Month) who are on year-round pay schedules: January 2, 2024 is a non-work day but their earnings are paid in 12 equal increments and therefore no docking or mass reporting will occur on their timesheets or paychecks.
- Certificated employees at school sites: January 2, 2024 is a non-work day. Certificated staff are paid in 10 or 12 equal payments therefore no action is required on behalf of these employees.
- Custodians are 12 Month employees and January 2, 2024 is a work day for them.

Employees may review their work calendar online to confirm if they are required to be at work on January 2, 2024. Calendars are accessible from the district webpage:

[www.sandiegounified.org](http://www.sandiegounified.org) > Staff Portal > Resources > Human Resources > Employee Calendars

### **December Retirements**

For your employees retiring at the end of December 2023, be sure enter all absences through their last day in paid status before you leave on Winter break in order to have the employees last check as accurate as possible. These employees will not be accessible in time and labor upon your return.

### **December Resignations and Leaves of Absence**

**Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence.**

Remember to do a termination or leave of absence PAR.

***Please do not respond to this email as it is informational only.  
Contact your payroll specialist if you have any questions.***

***Happy Holidays from  
Payroll!***