



Considering a Leave of Absence? Follow These Tips!

Payroll

- Apply for your leave at the earliest practical date.
- Verify with your site/department secretary that a “PAR” has been created for your leave of absence. A PAR created a month or more before your leave begins is the best insurance that your pay will be issued to you correctly.
- If you are on 12-month pay and begin your leave of absence at any time other than July 1, expect that you have received more pay than you have earned. This is because your contract pay for the year begins in July and the checks issued to you include advance payment for future months.
- If you are on 10-month pay, the likelihood of overpayment is reduced since you are not paid in advance, however, if your status on the personnel system is not changed prior to the start of your leave or if you have absences immediately prior to your leave, you may be overpaid when these changes are communicated to payroll.
- If you have been absent and have begun to use half pay sick leave or have had unpaid absences, your checks may not have been fully adjusted for recent absences.
- Payroll staff are available to help you plan for your leave of absence. An appointment is helpful as it allows the payroll specialist to schedule a convenient time to meet.
 - While payroll staff are happy to be of service to you throughout this process, due to the variance in leave length, we cannot accurately predict how much your paychecks will be. Accordingly, it is your responsibility to track your pay and be aware of the potential for overpayment.
- To minimize the chance of overpayment, make sure that your site timekeeper is aware of your plans and has been reporting your absences as they occur. If you are out for more than a month, we encourage those absences to be reported by the 15th of the month for all workdays in the month.
- If you have been on a leave of absence six months or longer, your electronic deposit will be inactivated. Please contact the payroll department to sign up for electronic deposit or if you were on a leave less than 6 months, to verify that your account information is accurate.
- If you are in the teacher’s bargaining unit and previously signed up for voluntary 12-month pay and want to resume voluntary 12-month pay when you return, the deadline to do so is by mid-May of every year for it to begin the following fiscal year (July 1). If you return effective anytime after July 1 of the fiscal year, you are not eligible to participate until the next fiscal year.
- **RULE OF THUMB:** If you receive a full pay check for the month that your leave begins or ANY check after the month that your leave begins, you should contact payroll before spending the money. Making this call will minimize the chance that you will be asked to repay the money after it has been spent.
- **What happens if I am overpaid?** The California Constitution (Article XVI § 6) prohibits any public agency from making “any gift of any public money or thing of value to any individual, municipal or other corporation whatever.” Accordingly, the District must require reimbursement of money paid in error.
 - If you are overpaid, you will receive a notice of overpayment from the payroll department as soon as the discrepancy is discovered. You will have 15 days from the date of the notice to choose a repayment option. Employees who fail to respond or repay the net overpayment will be reported to a collections agency in compliance with California’s Fair Debt Collections Practices Act.

Benefits

- Apply for your leave of absence at the earliest possible date.
- If you are eligible for District-paid benefits and have enrolled in health plans, your District-paid coverage will continue through the end of the month that your last day in paid status occurs.
- Once your leave of absence has been entered into the personnel system, a letter will be sent to you by the Benefits office explaining your options for continuing your benefits on a self-pay basis either through the leave of absence option defined in your collective bargaining agreement or through COBRA.
- You will have 60 days from our letter to make a decision on whether you wish to continue your District coverage at your own expense. If you elect coverage, you will be responsible for premiums from the date that your district paid coverage ended.
- If you do not elect to continue your coverage during your leave, you **MUST** reapply for the benefits within 30 days of your return for work. Please visit the employee benefits office to complete the application forms as soon as you can after returning to your job.
- Even if you elect to continue your benefits, it is a good idea to contact the benefits department as soon as you return to work. Doing so can greatly facilitate a smooth transition back to district-paid benefits.

How Do I Contact the Benefits Office?

- Our telephone number is (619) 725-8130. Press option 6 for direct connection to the Benefits Staff.
- Our office is open from 1:00pm to 5:00pm, Monday through Friday. We are located in Room 1150 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, California 92103.

How Do I Reach Payroll?

- Your site timekeeper will be able to give you the direct line of your assigned payroll specialist. You are welcome to use that number at any time to seek support regarding your pay. Or you may visit the Payroll web site at <http://www.sandi.net/204510929640440/site/default.asp>.
- Our office is open from 8:00am to 5:00pm, Monday through Friday. We are located in Room 1150 of the Eugene Brucker Education Center, 4100 Normal Street, San Diego, California 92103.