



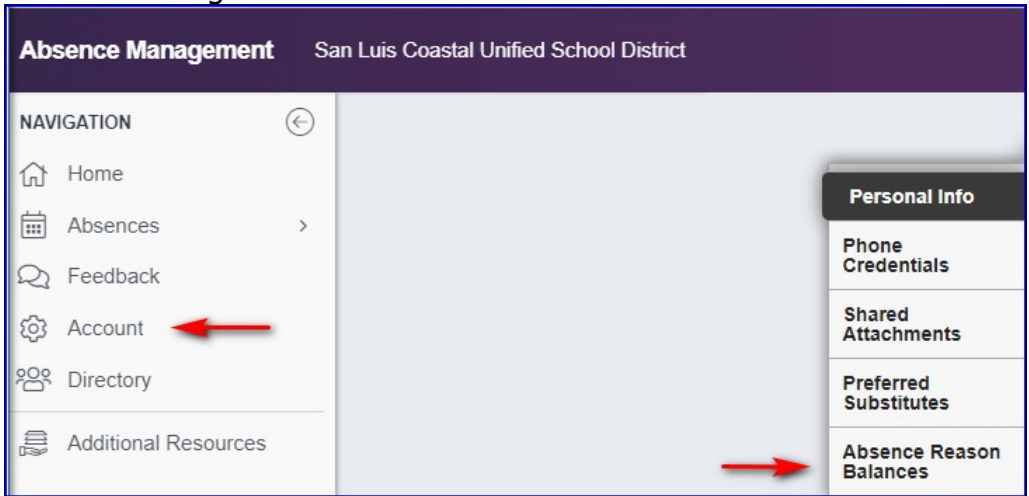
SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

1500 LIZZIE STREET
SAN LUIS OBISPO, CA 93401
805-549-1200

M e m o r a n d u m

To: All Staff
From: Julie Lang, Director of Fiscal Services
Date: 8/27/2019
Subject: Pay adjustments

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On occasion, it may be necessary to adjust an employee's pay if leave is requested and all leave balances are exhausted. It is the employee's responsibility to keep track of their leave balances which can be found in Absence Management here:



You can also find balances on your paycheck stub, or you can check with your site secretary or your payroll specialist if you don't have access to a computer. Please keep in mind that leave balances are updated on a monthly basis and what you see may not reflect the most recent leave requests and accruals. If your leave balances are low, please contact your payroll specialist to get the most recent information.

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I acknowledge, as an employee of San Luis Coastal Unified School District, that if paid leave is not available for the absence entered, I authorize my monthly pay to be reduced accordingly on the regular payday after the absence is received and processed.