

**Los Angeles Unified School District**  
Human Resources Division  
Certificated Assignments and Support Services

**REQUEST FOR CHANGE IN EMPLOYEE'S PAY STATUS (ANNUALIZED TO PAID-AS-WORKED)**

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
Cost Center (site): \_\_\_\_\_ Date Effective: July 1, 2019

**PAYROLL CHANGE**

**NOTE:** The purpose for this request is to avoid possible overpayment of salary, which would otherwise result from one of the changes in employment status listed below.

I hereby request that my payroll calculation for the school year 2019-2020 be changed as follows:

**Instead of receiving annualized salary payments during both worked and unworked periods (such as summer, off-track, and certain non-holiday recesses), I am requesting that my salary be changed so that I am paid my contract salary rate for only those days actually worked because I anticipate not working the complete school year, or I will not be following a published pay calendar.**

I am submitting this request because (check one & supply relevant information):

- I plan to **resign** from the District on \_\_\_\_\_
- I plan to **retire** from the District on \_\_\_\_\_
- I plan to **take an unpaid leave** that will be longer than twenty consecutive workdays:  
Type of Leave \_\_\_\_\_  
Date(s) of Leave \_\_\_\_\_
- I will not be following a published pay calendar

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_

**PLEASE CHECK YOUR LOCAL DISTRICT OR UNIT AND FAX TO (213) 241-8410**

- |                                     |                                  |  |   |
|-------------------------------------|----------------------------------|--|---|
| <input type="checkbox"/> LD Central | <input type="checkbox"/> LD East | <input type="checkbox"/> LD Northeast            | <input type="checkbox"/> LD Northwest     |
| <input type="checkbox"/> LD South   | <input type="checkbox"/> LD West | <input type="checkbox"/> Special Ed / Itinerants | <input type="checkbox"/> Support Services |

