



CALCULATING LEAVE BALANCES AND PAYROLL ADJUSTMENTS

HOW DO I CALCULATE MY LEAVE BALANCES?

- Review your leave balances on your most recent paycheck stub through Employee Self Service (ESS). Log-in using your VUSD username and password. Leave balances run a month behind. The “leave balance as of date” can be found at the bottom of your paycheck stub.



LEAVE BALANCE AS OF 03/31/2024

- For your most current balances, take your ESS leave balance from your most current paycheck stub and deduct all Frontline absences taken after the leave balance as of date on your check stub for that leave type. If you need assistance logging in to Frontline, click the Forgot ID or Username option on the Frontline website.

APRIL PAY CHECK DATED 4/30/2024	
LEAVES	HOURS
SICK LEAVE	70
PERSONAL NECESSITY (PN)	49
DISCRETIONARY	35
LEAVES AS OF 3/31/2024	
ABSENCES TAKEN IN APRIL PER FRONTLINE ENTRIES	
4/23/2024 SICK LEAVE	7
CURRENT BALANCE	
LEAVES	HOURS
SICK LEAVE	63
PERSONAL NECESSITY (PN)	49
DISCRETIONARY	35

ESS Login



Frontline Login



IF I DO NOT HAVE ANY SICK LEAVE, CAN I USE DISCRETIONARY OR PN LEAVE?

No, PN and discretionary leave may only be used if you have sick leave available. You have one bank of sick leave hours that can be used three different ways:

CERTIFICATED

- Sick leave** deducts from sick leave bank only
- PN** deducts from sick leave and PN banks
- Discretionary** deducts from all banks (discretionary, PN and sick)

APRIL PAY CHECK DATED 4/30/2024	
LEAVES	HOURS
SICK LEAVE	70
PERSONAL NECESSITY (PN)	49
DISCRETIONARY	35
LEAVES AS OF 3/31/2024	
ABSENCES TAKEN IN APRIL PER FRONTLINE ENTRIES	
4/9/2024 SICK	7
4/23/2024 DISCRETIONARY	7
CURRENT BALANCE	
LEAVES	HOURS
SICK LEAVE	56
PERSONAL NECESSITY (PN)	42
DISCRETIONARY	28

CLASSIFIED AND ALL MANAGEMENT

- Sick leave** deducts from sick leave bank only
- PN** deducts from sick leave and PN banks
- Discretionary** deducts from discretionary and sick leave banks

APRIL PAY CHECK DATED 4/30/2024	
LEAVES	HOURS
SICK LEAVE	80
PERSONAL NECESSITY (PN)	56
DISCRETIONARY	40
LEAVES AS OF 3/31/2024	
ABSENCES TAKEN IN APRIL PER FRONTLINE ENTRIES	
4/9/2024 SICK	8
4/23/2024 DISCRETIONARY	8
CURRENT BALANCE	
LEAVES	HOURS
SICK LEAVE	64
PERSONAL NECESSITY (PN)	56
DISCRETIONARY	32

WILL I STILL RECEIVE PAY IF I'M OUT OF MY LEAVES?

When available leaves have been exhausted, you may be subject to the following payroll adjustments:

CERTIFICATED

- \$200 adjustment per day when sick leave is exhausted
- 100% loss of pay when discretionary or PN leave have been exhausted

CLASSIFIED

- 50% loss of pay when sick leave is exhausted
- 100% loss of pay when vacation, discretionary or PN leave have been exhausted

ALL MANAGEMENT

- 50% loss of pay when sick leave is exhausted
- 100% loss of pay when vacation, discretionary or PN leave have been exhausted

QUESTIONS? PLEASE CONTACT YOUR BENEFIT TECHNICIAN