



HOW TO CALCULATE CONTRACTED PAY FOR LICENSED PERSONNEL

Human Resources Unit
 Licensed Contracting Services
 (702) 799-2812, Option 1

CALCULATION OF CONTRACTED PAY

The annual contracted salary of a licensed employee is paid in twenty-four (24) equal installments on the 10th and 25th of each month. Employees within the CEY pay group will receive their first paycheck beginning in August. Employees within the CER pay group will receive their first paycheck beginning in September. Licensed employees working a full contract, who are new to the Clark County School District, are contracted for 189 days of service. Existing licensed employees working a full contract are contracted for 184 days of service (This excludes ROTC Instructors/Assistants who, according to Department of Defense Instruction, are required to work a minimum of ten months).

The following is an example of an existing licensed employee's contracted salary computation based on 184 days of service:

Calculation of Semi-monthly Rate of Pay:

The semi-monthly gross pay amount is calculated by dividing the total contracted salary by the total number of pay dates in a year (24).

- $\$57,471/24 = \$2,394.63$

Calculation of Daily Rate of Pay:

The daily rate of pay is calculated by dividing the total contracted salary amount by the number of contracted days (184).

- $\$57,471/184 = \312.34

Note: The pay stub will show a description of "Salaried" with your semi-monthly rate of pay in the earnings column of the pay stub.

CALCULATION OF LEAVE WITHOUT PAY *

When an employee has accumulated leave without pay, each day of leave without pay is automatically deducted from the semi-monthly gross pay amount. For example, if an employee has one (1) day of leave without pay during the month of August, the semi-monthly gross pay amount will be reduced by \$312.34.

If the employee's total number of leave without pay absences exceeds the semi-monthly gross pay amount, the semi-monthly pay would not be processed; therefore, the employee would be leave without pay for that pay date. The employee would remain on leave without pay status until the amount of the semi-monthly gross pay equals or exceeds the amount of the leave without pay.

For example, assume 21 days of leave without pay are taken during the month of September:

- 21 days x \$312.34 = \$6,559.14 (total amount of leave without pay to be withheld)
- one (1) semi-monthly gross pay amount: \$2,394.63

Since the 21 days of leave without pay total more than one (1) semi-monthly gross pay amount, the employee would not receive pay for the October 10 or the October 25 pay dates.

• October 10	\$2,394.63
• <u>October 25</u>	<u>\$2,394.63</u>
Total	\$4,789.26

The total of two semi-monthly gross pay amounts (\$4,789.26) is still not enough to cover the total amount for 21 days of leave without pay (\$6,559.14); therefore, the remaining amount of leave without pay would be deducted from the November 10 pay date.

• October 10	\$2,394.63
• October 25	\$2,394.63
• <u>November 10</u>	<u>\$2,394.63</u>
Total	\$7,183.89

On the November 10 pay date, the total semi-monthly amount due is paid, less the total amount of the leave without pay.

• 3 x \$2,394.63	\$7,183.89
• <u>Total LWOP</u>	<u>(\$6,559.14)</u>
Due November 10	\$624.75

Adjusted gross pay due on the November 10 pay date is \$624.75 (less any standard or voluntary deductions). On the November 25 pay date, the employee would resume receipt of the regular semi-monthly gross pay amount of \$2,394.63. It would remain the same each pay date thereafter, unless more leave without pay absences occur.

Leave without pay must be taken in accordance with the CCSD and Clark County Education Association (CCEA) Negotiated Agreement and CCSD Policies and Regulations.

For employees who are not contracted to work a full contract year, the contracted salary and semi-monthly pay amounts will be prorated based on the number of days/pay dates remaining in the school year.

For more information, go to the CCSD Human Resources website at ccsd.net or contact the Licensed Contracting Services Department at 702-799-2812, Option 1.