

DESERT SANDS UNIFIED SCHOOL DISTRICT
PAYROLL/PERSONNEL FORMS MATRIX

Form	Title	Employee Type	Comments
25-40	Change of Employee Funding Distribution	All	To be used for changing the funding source of an employee.
25-79	Employee Leave Request or Report of Absence	Salaried	To be used when requesting required advance approval for personal absences.
25-82	Classified Substitute Time Record	Classified Substitute	To be used for reporting ALL hours worked by classified substitute employees.
25-82A	Guest Teacher Time Record	Certificated Substitute	To be used for reporting ALL hours worked by certificated substitute employees.
Excel Sheet	Certificated Monthly Absence/Attendance Report	Certificated Salaried	To be used to report monthly attendance activity for certificated salaried employees.
Excel Sheet	Classified Monthly Absence/Attendance Report	Classified Salaried	To be used to report monthly attendance activity for classified salaried employees.
25-88	Hourly/Daily Time Record	Hourly/Daily	To be used for reporting ALL hours worked by Yard Supervisors and Specialists, & Special Assignment Guest Teachers (ie: Push-ins).
25-89	Monthly Employees Extra Duty & Overtime Sheet	Salaried	To be used by salaried employees for reporting extra duty and/or overtime work.
65-191	Personnel Action Form (PAF)	All	To be used for salary/position placement or changes.
Online	Personnel Special Assignment Form (PSAF)	All	To be used for extra duty/overtime, stipends, and per diem.
25-83B	Absence Adjustment Form	Salaried	To be used when reporting a change to the Absence/Attendance Report.
25-95	Home & Hospital Daily Attendance Record	Certificated	To be used to report home and hospital daily attendance as well as teacher extra duty hours.
25-200	Payroll Direct Deposit	All	To be used when requesting monthly pay to be transfered directly to your bank account.

Desert Sands Unified School District Fiscal Services

Sick Leave

Certificated	Classified
Full time unit members shall be entitled to ten (10) days' leave with full pay for each school year for purposes of personal illness or injury. Unit members who work less than full-time shall be entitled to that portion of the ten days' leave.	Full time unit members employed on a regular basis shall be entitled to one (1) day's leave of absence for illness for each month of employment, not to exceed twelve (12) days per year, part time unit members time is pro-rated.
Unused sick leave type is accrued and carried over to the next school year.	Unused sick leave type is accrued and carried over to the next school year.

Personal Necessity

Certificated	Classified
May use up to 7 days' earned sick leave for personal necessity in any one school year.	May use up to 7 days' earned sick leave for personal necessity in any one school year.
Three (3) days of the personal necessity leave may be utilized by the unit member at his own discretion (see bargaining unit agreement for specific conditions.)	Three (3) days of the personal necessity leave may be utilized by the unit member at his own discretion (see bargaining unit agreement for specific conditions.)

Personal necessity can be used as follows:

Death or serious illness of a member of the unit member's immediate family	All items listed in Certificated PLUS:
An accident involving the unit member's person or property, or the person or property of the unit member's immediate family, provided it is of such severity or seriousness so as to require the unit member's immediate attention.	Other matters of personal necessity subject to approval by the employee's immediate supervisor.
Imminent danger or threat of danger to the home of an employee, occasioned by a factor such as flood or fire serious in nature, which under the circumstances the employee cannot reasonably be expected to disregard.	Bereavement leave which may be necessary beyond that authorized by Bereavement Leave section.
Delay in returning to work because of unavoidable circumstances (flood, storm, vehicle breakdown, public transportation delay, etc.)	Appearance in any court or before any tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction and for which no other leave is provided.
Personal necessity days cannot be accrued and carried over to the next school year.	Personal necessity days cannot be accrued and carried over to the next school year.

Refer to bargaining unit contracts for specific information regarding employee leave requests.

Desert Sands Unified School District Fiscal Services

Bereavement Leave

Certificated	Classified
A unit member may be entitled to a maximum of three (3) days' leave of absence without loss of salary due to the death of any member of his immediate family.	A unit member may be entitled to a maximum of three (3) days' leave of absence without loss of salary due to the death of any member of his immediate family.
Up to two (2) additional days may be granted if travel of 300 miles or more (one way) is required to attend or arrange for the funeral.	Up to two (2) additional days may be granted if travel of 200 miles or more (one way) is required to attend or arrange for the funeral.
For purposes of this clause, an immediate family member shall refer to and include child, spouse, domestic partner, parent or grandparent, parent-in-law, grandchild, sibling, son/daughter-in-law, brother or sister of the employee, significantly bonded de facto parent or child, or any relative living in the immediate household of the employee.	For purposes of this clause, the immediate family is defined as spouse, child, mother, father, mother-in-law, father-in-law, grandmother, grandfather, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, significantly bonded defacto parent or child, any relative of either spouse that has established an official residence in the household of the employee, or domestic partner.

Jury Duty - Judicial Leave

Certificated	Classified
Unit members will be provided paid leave for regularly called jury duty and to appear as a witness in court, other than as a litigant, for reasons not brought about through the connivance or misconduct of the unit member.	An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty and to appear as a witness in court, not as the litigant.

Vacation

Certificated	Classified
Not eligible.	Eligible unit members accrue vacation based upon continuous years of service. Refer to bargaining unit contract for earned days schedule.

Refer to bargaining unit contracts for specific information regarding employee leave requests.