



Contact

Montebello Teachers Association/California Teachers Association • 918 W. Whittier Blvd. Montebello CA • (323) 722-5005 • montebelloteachers.org

What's the Difference between a Personal Day and a Sick Day?

Bargaining Unit members receive 12 days of sick leave the first day of the school year. (Adult Education Bargaining Unit members receive 1 hour sick leave for each 17 hours of pay expected to be received by June 30.)

Personal Necessity Leave Comes Out of Current Sick Leave

Up to 9 days of current sick leave may be used for personal necessity leave. Submit the District form with one of the following reasons. The reasons for personal necessity leave are:

1. witness, defendant, litigant or official government order
2. attendance at funeral
3. obligation required by leadership position or membership in professional organization
4. attendance required to conform with legal procedure or resolve threats to one's personal assets
5. observance of nationally recognized religious holiday
6. post-natal child care leave within 15 days of birth of child

Personal necessity leave in excess of 9 days is allowed for the death, accident, or illness of a member of the immediate family.

Personal Business Leave

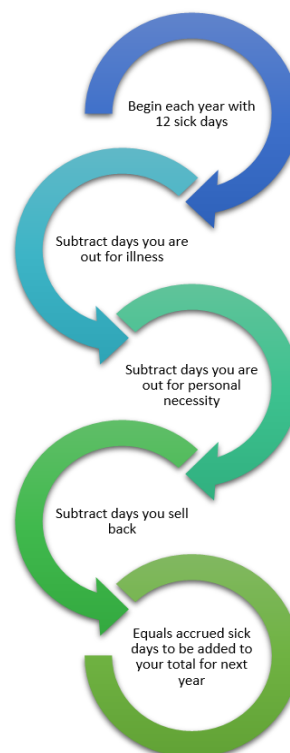
Up to 3 of 9 personal necessity days can be used for personal business leave. Make request by 9 a.m. 2 days in advance of leave (except in emergency). Complete District Leave Request form. Write the reason for leave "Article XVI, Section J.a.a.7." No other information is required. Denial or approval of the request must be given to the member by noon following the day of the request.

Accruing Sick Leave Is Beneficial in the Long Run

Each year Bargaining Unit members accrue sick leave. Full time K-12 Bargaining Unit members earn 12 days per year, and Adult Education Bargaining Unit members earn 1 hour per 17 hours of expected work. All sick leave can be accrued and expended in following years.

- Accrued sick leave increases retirement compensation.
- Accrued sick leave transfers from one school district to the other.
- Sick leave allows Bargaining Unit members to retain employment throughout long term illness.
- Members may sell back current sick leave at the end of the school year.

What's Accrued Sick Leave?



Each year your CURRENT SICK LEAVE is exhausted first

12 days each year

Days that can be used for most personal necessity leave including personal business

Then your ACCRUED SICK LEAVE is exhausted

Saved from previous years. Can be brought over from former school district

Can be used for personal necessity leave regarding a serious illness of immediate family member

Instead of State Disability, you have 100 DAYS OF DIFFERENTIAL PAY

100 days of disability for illness once current and accrued sick leave is exhausted.

The formula for pay is your per diem rate minus \$130 per day (whether or not a substitute is called)

You can join the CATASTROPHIC LEAVE BANK in case you need more sick days

20 days allotted at a time

Up to 60 days at per diem rate of pay if you contribute to the bank

Over, please...

Do You Understand Your Pay Stub?



The codes and abbreviations can be overwhelming when studying your pay stub. Items marked *Deductions* are coming out of your pay after taxes (CTA Income Protection Insurance, Dues) while *Contributions* are paid by the employer (dental, vision, life insurance) *Reductions* come out of your pay before taxes (TSAs, STRS, Section 125 Plans, out-of-paycheck contributions, CalPERS medical plans.)

You may also be interested to note:

- ◆ Bargaining Unit members are paid on the first working day of the calendar month. Supplementary checks may be paid on the 10th of each month.
- ◆ Bargaining Unit members are paid the first business day of October through the first business day of July with the following exceptions:
 - ◆ Bargaining Unit members on a 12 month pay warrant cycle since June 30, 2010 and continuously employed by the District continue on the 12 month cycle.
 - ◆ Support staff Bargaining Unit members whose regular work year includes July and August are paid on a 12 month cycle August through June. If the Bargaining Unit member has begun the 12 pay check assignment after June 30, 2010 and the assignment changes to no longer including July and August, the Bargaining Unit member will have a full year to transition to a 10 month cycle.
 - ◆ Bargaining Unit members may opt for the V-12 (or voluntary 12 month cycle) through the Payroll Department. The District works with a third party administrator to deduct post tax funds from the October through July warrants. The Bargaining Unit member receives a direct deposited check August 1 and September 1.
 - ◆ Bargaining Unit members on a 10 month cycle will receive 11 pay warrants any year in which work begins during the month of August.
- ◆ Pay checks are drafted and delivered by Los Angeles County on the 1st working day of the month. Credit Unions and Banks post the funds according to their guidelines so long as funds are posted by midnight of the date of the warrant.
- ◆ Contact Payroll to initiate or change your direct deposit prior to the 15th of the month, otherwise your funds may be transferred to your former institution or held in limbo if the account no longer exists.
- ◆ If you participate in direct deposit, your pay stub will be distributed by your site secretary. Your pay stubs are valuable records for conducting personal financial business (i.e. applying for loans, etc.). *Remember to collect your pay stub!*
- ◆ Always check your pay stub for accuracy. State law requires the District to correct any errors in pay. That means that even if it is the District's fault you could be legally bound to return money if you are overpaid and the error is discovered within a 3-year period. Similarly, if the District underpaid and discovered the error more than 3-years later, you will not receive the retroactive pay.
- ◆ Warrants are legal for 6 months. If not deposited, the bank may not honor the warrant. If you lose your check contact payroll as soon as possible to sign an affidavit and receive a new check.
- ◆ All the monies that are contained in one check are taxed at the same rate. Bargaining Unit members may change their deductions at any time. Changes must be made by the 15th of the month to be reflected on the following warrant.

Questions?

Contact **Alonso Ibañez at the MTA office (323) 722-5005** for issues concerning dues.
 Contact **Payroll at extension 2380** for issues concerning salary, withholding tax status, reductions, and taxes.
 Contact **Gail Contreras at extension 2302** for issues concerning health insurance deductions.
 Contact **Eden Longoria at extension 2328** for issues concerning voluntary disability insurance deductions.
 Contact **Paula Tomaszewski at extension 2314** for issues concerning TSAs.

SCHOOL DISTRICT OF LOS ANGELES COUNTY					PAY LOCATION	PAY CYCLE	ISSUE DATE	ADVISE NUMBER
64808 MONTEBELLO UNIFIED					340	C1B	10-01-2013	2643289
EMPLOYEE NAME			EMPLOYEE ID	FEDERAL STATUS/ ALLOWANCES	STATE STATUS/ ALLOWANCES	ADDITIONAL STATE ALLOWANCES		
DOE, JANE			AB1234567	S / 00	S / 00	00		
EARNINGS - COMPENSATION					DEDUCTIONS TAXES/MISC			
BASIS	DESCRIPTION	END DATE	RATE	UNITS	AMOUNT	EMPLOYEE DEDUCTIONS	CURRENT AMOUNT	YTD TOTALS
C M	REGULAR	09-30-2013	7,632.73	5.00	7,632.73	PRE-TAX REDUCTIONS		
						STRS RED	613.17	4292.19
						CALPERSKSD	20.00	140.00
						EMPLOYEE DEDUCTIONS		
						MEDCAR DED	112.57	787.99
						FWT	1146.01	8022.07
						SWT	420.04	2940.28
						PAC EDUC	60.90	426.30
						MTA	229.20	1439.40
						EMPLOYER CONTRIBUTIONS		
						STRS CON	640.86	4486.02
						MEDCAR CON	112.57	787.99
						SUI	23.30	163.10
						WORK COMP	186.43	1305.01
						FORTD CON	10.33	72.31
						EASE	1.33	9.31
TRAV DNTL	134.70	942.90						