

Employees who separate from employment with the District will be paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

Final Check Calculation

Leave Proration

State and local personal leave is earned on a number of days worked basis. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state personal and local leave will be prorated based on the actual time employed. The [Earned Leave Bank Schedule](#) illustrates how many days are earned based on the number of actual days worked.

When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of leave the employee used beyond his or her pro rata entitlement for the school year. Off-duty days are not paid leave. Therefore, any off-duty days taken before the end of the work year are not considered when calculating wages earned.