



# RIALTO UNIFIED SCHOOL DISTRICT

## Fiscal Services

Payroll Bulletin 16-005

**DATE:** April 6, 2016  
**TO:** All Employees  
**FROM:** Sharon Faria, Payroll Specialist *SD*  
**SUBJECT:** Leave Types

As we approach the end of the fiscal year, many employees have used their allotted hours of specific Leave Types. This is a reminder of what Leave Type days are available to you each fiscal year per your REA/CSEA contract.

	Certificated	Classified
Family Illness	6	6
Personal Necessity	8	7
General Leave	2	0

Absence Affidavits inform you of your absence Leave Type, Bank from which the hours are deducted, Limits Remaining, and Bank Balances.

Once the days available have been exhausted, the hours will go into "Excess Use". Excess hours will appear on your Absence Affidavits for your acknowledgement. Excess hours will result in your pay being docked.

Please review your Absence Affidavit prior to signing your approval. If you have a concern, please speak to your administrator before signing. At that point, administrators can verify a necessary change, correction, or adjustment. Once the affidavit is accurate, both you and your administrator will sign the approval of the Absence Affidavit.

The Absence Affidavit that has been approved by both parties and submitted to Payroll will be posted. Once an Absence Affidavit has been posted, the Absence Affidavit cannot be altered.

You may view your Leaves and Banks from the same website in which you may print your paycheck stubs. Log on to Best Net Employee Self Service website by clicking on the following link <https://employeeselfservice.sbcss.k12.ca.us/login.aspx> This link is also available on the District's website.

# How to Read your Affidavit

**Affidavit reflects employee taking 1 day of Personal Necessity.**

## BEST NET CONSORTIUM Affidavit Absence Report

EIN

EMPLOYEE NAME

CLASSIFICATION CERTIFICATED CONTRACT

LOCATION

Hours are charged to the employee's sick leave bank.

Employee has 3 days remaining to be used for Personal Necessity from the employee's sick leave bank.

Affidavit	Rev	Leave Type Description	Bank	From	To	Hours	Limit Remaining
5350	0	PERSONAL NECESSITY	SICK LEAVE	11/20/2014	11/20/2014	-7.0000	3.0000 Days
Transaction Note/Incident:							

### BANK BALANCES AS OF DATE REPORT PRINTED

SICK	VACATION	NON-DUTY	EXCESS USE
214.7500	0	0	0

Bank balances for Sick, Vacation and Non-Duty decreases as used.  
Bank Balance for Excess Use increases as used.

**Affidavit reflects employee taking 4 days of Sick.**

## BEST NET CONSORTIUM Affidavit Absence Report

EIN

EMPLOYEE NAME

CLASSIFICATION CERTIFICATED CONTRACT

LOCATION

Affidavit	Rev	Leave Type Description	Bank	From	To	Hours	Limit Remaining
4893	0	SICK LEAVE	SICK LEAVE	11/3/2014	11/3/2014	-7.0000	14.0000 Hours
Transaction Note/Incident:							
4893	0	SICK LEAVE	SICK LEAVE	11/4/2014	11/4/2014	-7.0000	7.0000 Hours
Transaction Note/Incident:							
4893	0	SICK LEAVE	SICK LEAVE	11/5/2014	11/5/2014	-7.0000	0.0000 Hours
Transaction Note/Incident:							
4893	0	SICK LEAVE	EXCESS USE	11/6/2014	11/6/2014	7.0000	0.0000 Hours
Transaction Note/Incident:							

### BANK BALANCES AS OF DATE REPORT PRINTED

SICK	VACATION	NON-DUTY	EXCESS USE
0.0000	0	0	7.0000

Employee exhausted his/her sick time on 11/5/14.

Leave is now charged to "Excess Use". Employee should be aware that he/she has exhausted his/her allotted time for that specific leave type and will be docked accordingly.