

**Los Angeles Unified School District**  
Human Resources Division  
Certificated Assignments and Support Services

**REQUEST FOR CHANGE IN EMPLOYEE'S PAY STATUS (ANNUALIZED TO PAID-AS-WORKED)**

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Cost Center (site): \_\_\_\_\_ Date Effective: July 1, 2024

**PAYROLL CHANGE**

**NOTE:** The purpose for this request is to avoid possible overpayment of salary, which would otherwise result from one of the changes in employment status listed below.

I hereby request that my payroll calculation for the school year 2024-2025 be changed as follows:

**Instead of receiving annualized salary payments during both worked and unworked periods (such as summer, off-track, and certain non-holiday recesses), I am requesting that my salary be changed so that I am paid my contract salary rate for only those days actually worked because I anticipate not working the complete school year, or I will not be following a published pay calendar.**

I am submitting this request because (check all that apply and provide supporting documents):

- I plan to **resign / retire** from the District on \_\_\_\_\_
- I plan to **take an unpaid / paid leave** that will be longer than twenty consecutive workdays:  
Type of Leave \_\_\_\_\_ Date(s) \_\_\_\_\_
- I will not follow a published pay calendar – Attached Work Schedule
- Second semester will not follow a published pay calendar – Attached Work Schedule

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_

**PLEASE VERIFY YOUR REGION OR UNIT AND EMAIL TO [HRSupportServices@lausd.net](mailto:HRSupportServices@lausd.net)**

- Region North       Region East       Region West       Region South
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