

**Los Angeles Unified School District
Human Resources Division
Certificated Administrative Services**

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

EMPLOYEE INFORMATION

Employee Name: _____ Employee ID #: _____
Cost Center (site): _____ Date Effective: July 01, 2025

PAYROLL CHANGE

NOTE: The purpose for this request is only 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 2025-2026 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 wish my salary to 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 one & provide relevant information):

- ☐ I plan to **resign** from the District on _____
- ☐ I plan to **retire** from the District on _____
- ☐ I plan to **take an unpaid leave** of longer than twenty work-days' duration:

Type of Leave _____

Date(s) of Leave _____

Employee Signature: _____ Date: _____

Immediate Supervisor (Print Name): _____ Date: _____

Immediate Supervisor's Signature _____

Email this completed form to maria.voigt@lausd.net.

