

2023-2024 School Year Calendar Change

San Diego Unified School District
Payroll Department



Background

- San Diego Unified School District leadership has been working toward an earlier start date for student instruction. This change will be a gradual adjustment over the 2023-2024 and 2024-2025 school years.
- Implementation will begin with the 2023-2024 school year by starting student instruction approximately one week earlier than the 2022-2023 school year.
- For 2023-2024, the first day of school for students will be Monday, August 21, 2023 and the last day of school will be Thursday, June 6, 2024.
- For 2024-2025, the first day of school for students will be August 12, 2024 and the last day of school will be May 29, 2025.
- Employee calendars are created around the student instructional calendar.
- This guide will help you understand how these school-year changes can affect you in terms of your work year and pay distribution.



Areas of Projected Impact

- Pay Distribution:
 - SDEA 10-Month Employees
 - Classified 10 and 11-month Employees

- Pay Options & Programs:
 - Reserve Net Pay Option for all 10 or 11 month employees
 - SDEA Voluntary 12-Pay Option
 - Classified School Employee Summer Assistance Program (CSESAP) distribution

- Deductions
 - Calendar Year Based Deductions
 - Fiscal and School Year Based Deductions

- Leave Accruals



Pay Distribution:

SDEA Certificated 10-Month Employees

- SDEA 10-month employees who are currently receiving pay September through June will now start receiving pay August through May.
 - Employees who have elected to be paid on the 12-pay option will continue to receive pay July through June.
- Question: How do I know if I am on the 12-pay option?*
- Answer: In the top right hand corner of your paystub the paygroup will read C13. This means you are on the 12-pay option.*



Pay Distribution: Classified 10-Month Employees

- 10-Month employees are paid partial pay in August and June for the number of days that are on the calendar in that month.
- Starting with the 2023-2024 school year, 10-month employees will have an increased number of work days in August 2023 and fewer work days in June 2024 compared to the previous year. Employees will receive partial month pay for the number of days worked in each of these months.
- In 2024-2025 the number of work days in August increases even further and there are no work days in June. Employees will receive partial month pay in August 2024 and there will be no pay distribution in June 2025 as there are no work days in that month.



Pay Distribution: Classified 11-Month Employees

- **11-Month Employees**
 - 11-month employees are paid partial pay in July and August for the number of days that are on the calendar in that month.
 - The number of days in July and August may change each year for pay distribution.
- **11-Month Employees on an Individual Calendar**
 - Some 11-month employees are paid on an individual calendar and are paid according to their employment record and what is identified on the individual calendar.



Pay Options & Programs: Reserve Net Pay

- The Reserve Net Pay Option is also known as the 10-month/11-month 12-Pay Option and is available to all 10 and 11-month employees.
- For the current 2022-2023 school year, contributions are deducted September through June, and depending on whether you are a 10 or 11-month employee, refunded in July or in July and August, 2023.
- Starting with the 2023-2024 school year, contributions will be deducted August through May and refunded in June or in June and July, 2024.
- The deadline to submit the Reserve Net Pay Option election form in time to be able to have a deduction on the August paycheck is July 31, 2023.

✓ *PLEASE NOTE: There is a unique overlap situation in this first year of transition: 10-month employees will be receiving refunds in August 2023, as well as making a contribution for the upcoming 2023/2024 year.*



Pay Options & Programs: SDEA Voluntary 12-Pay Option

- The pay distribution for employees who have elected the 12 pay option is not impacted by the movement of the instructional days on the calendar.
- Employees will still continue to have their annual salary divided over 12 months instead of 10 months. The first paycheck will be July 31, 2023 and the last paycheck June 30, 2024.
- The deadline to submit the SDEA Voluntary 12-Pay Option form for the 2023-2024 school year is June 9, 2023.



Pay Options & Programs: Classified School Employee Summer Assistance Program (CSESAP)

- For the current, 2022-2023 school year, contributions are deducted September through June and depending on whether the participant selected one or two payments, refunded in July or in July and August, 2023.
- Starting with the 2023-2024 school year, contributions will be deducted August through May and refunded in June or in June and July, 2024.

✓ *PLEASE NOTE: There will be a unique overlap situation in this first year of transition. Employees who have requested two payments will be receiving the deduction refund in August 2023, as well as making a contribution for the upcoming year.*



Deductions:

Calendar-Year Based Deductions

- For 2023, calendar-year based deductions will continue to be taken January through June, then September through December. Deductions will not be taken in July or August.
- Starting with 2024, these calendar-year based deductions will be taken January through May, then August through December. The months when these deductions are not taken changes to June and July.
- These calendar-year based deductions include:
 - 403(b) Savings Plan
 - 457(b) Savings Plan
 - FSA Health Care
 - FSA Dependent Care
 - Hartford Life Insurance



✓ *Exception: 12-month employees with 403(b) and 457(b) savings plans will continue to see deductions taken in July and August of each year.*

Deductions:

Fiscal Year Based Deductions

- For 2022-23, fiscal/school-year based deductions will be taken September through June and not taken in July or August.
- Because 2023 is a transition year, the only month these deductions will not be taken is July.
- Starting in August 2023, fiscal/school-year based deductions will be taken August through May of each year, and will not be taken in June or July.
- These fiscal/school year based deductions include:
 - CSESAP
 - AFLAC
 - Union Member Dues
 - The Standard Insurance
 - American Fidelity Insurance
 - Horace Mann Auto Insurance
 - Community Service Association
 - 10-Month and 11-Month Reserve Net Pay
 - You Run This Town Foundation
 - Health Insurance Cost Share (For Job Share Participants Only)
 - Other Union Sponsored Deductions



Leave Accruals

- Currently, 10-Month employees accrue sick and vacation leave September through June, and 11-Month employees accrue September through July.
- Beginning in July 2023, 10-Month employees will accrue August through May, and 11-Month employees will accrue August through June.
- There will be no change for 12-month employees, who will continue to accrue leave each month of the year.



Contact Payroll for Additional Questions!

If you still have questions after participating in one of our live presentations and Q&A sessions, feel free to reach out directly to your assigned Payroll Specialist via email or phone, or via email to the general Payroll in-box using payroll@sandi.net

The Payroll Department Contact list can be found on the staff portal:

[Staff Portal/Departments/Payroll/Contacts: Payroll Department](#)

Thank you!

