

Prorated Paycheck for Unpaid Leave, Resignations, Retirements & Other Terminations

When an employee takes an **unpaid** leave of absence, their last paycheck before that leave will be a prorated check. This same principle applies to mid-year resignations and retirements as well. The prorated check will be calculated as follows:

Per Diem Rate = contracted salary / total working days* for the school year pursuant to school calendar

*10-month staff: 184 days • Transportation 10 month: 182 days • 12-month staff: 260 days

Paid Days = the number of days in a school year the employee will be paid for before going into unpaid status for their leave of absence/resignation/retirement (includes working days and any paid sick, personal, vacation, professional, family illness, etc. days)

Prorated Salary = Per Diem Rate x Paid Days

Last Check Before Unpaid Status = Prorated Salary – Contracted Salary already paid

Example: A teacher with a contracted salary of \$60,000 starting an unpaid leave on 1/3/2023 (last paid day 12/23/2022) will have 73 paid days and has already been paid \$21,000 for the year (\$3,000/pay over 7 pay periods) will receive a final check on 12/23/2022 of \$2,804.57

Per Diem Rate = \$60,000 / 184 = \$326.09

Prorated Salary = \$326.09 x 73 days = \$23,804.57

Last Check Before Unpaid Status = \$23,804.57 - \$21,000.00 = \$2,804.57