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Central Union School District
Lemoore, CA

TO: ALL CENTRAL UNION ELEMENTARY SCHOOL EMPLOYEES
FR: SUPERINTENDENT
RE: NOTICE OF SICK LEAVE BALANCE

As per the CUCEA Master Contract (Article XX: 20.7) and the CUETA Master Contract (Article 13: A.5), it is the District's responsibility to provide an annual notice to employees about the amount of sick leave in each employee's account.

Each employee has access via a web portal to current real time data on available sick leave, personal necessity, and vacation leave balances. Thus, you may check your leave balances any time via the web.

In order to navigate to the Digital Schools (DS) access, enter the following website address in a web browser ... <https://online.digital-schools.com/Login/Login.aspx>. There is also a link to this site under the members only section of the Central Union Website for your utilization. Each staff member has a unique login and password. If you have forgotten your login and password to digital schools, you may contact Traci Fullerton at 925-2619. Likewise, if you do not have access to a computer, and have questions about your sick or vacation leave balances, you may contact your site secretary and/or Traci Fullerton.

In addition, you also receive a notice of your leave balances with your monthly paycheck.

Thank you.