

**INFORMATION CIRCULAR NO. 506**

Office of Chief Financial Officer

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 29, 2016  
**To:** All Employees  
**Subject:** DISTRIBUTION OF PAY WARRANTS FOR MARCH 2016  
**Department and/or  
Persons Concerned:** All Employees  
**Reference:** None

**Brief Explanation:**

Be advised that the March pay day, March 31, falls during Spring Break for all school sites. As a result of school site closures, March pay warrants and advices for all monthly employees, food service workers, and hourly employees will be placed in the U.S. Mail on March 30, 2016, and will be payable on March 31, 2016. **Special handling will not be available.** Please make certain that the district has your correct mailing address.

**Site administrator and secretary:** Please ensure that all staff members receive a copy of this circular.

APPROVED:



Jenny Salkeld  
Chief Financial Officer

JS:vb

Distribution: List B and Special