



THE NEW YORK CITY DEPARTMENT OF EDUCATION  
JOEL I. KLEIN, *Chancellor*


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Vincent A. Giordano, *Executive Director*  
Division of Financial Operations

**PAYROLL ADMINISTRATION MEMORANDUM - NO. 13, 2005 - 2006**

**DATE:** February 14, 2006

**TO:** ROC Directors, Heads of Offices (via e-mail)  
Principals (via "Principal's Weekly Newsletter")  
School Secretaries/Timekeepers

**FROM:** Vincent A. Giordano   
Executive Director

**SUBJECT:** **Retroactive Contractual Arrears for UFT Annual Employees on Leave of Absence**

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Please be advised that retroactive arrears for UFT annual employees currently on finalized leaves will be distributed to schools on 2/16/06. Employees who are pending approval of a leave of absence will be paid after finalization of the leave. School secretaries are requested to forward these checks to eligible employees prior to the mid-winter recess.

Questions concerning this memorandum may be referred to:

**Pedagogic Payroll (Leave Unit) 718-935-2220**  
**Paraprofessional Payroll 718-935-3030**

VAG/ms

c: M. Aaronsen, UFT  
K. Lubetsky, UFT  
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