



Los Angeles County  
Office of Education

### LEAVE BALANCE UPLOAD AUTHORIZATION

DISTRICT NO. (FIVE DIGIT)	DISTRICT/AGENCY NAME
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District/Agency has elected to use the Leave Balance Upload functionality to upload sick and vacation balances and the as of date to employee records stored in the Human Resource System (HRS) through the Report Access and Distribution (RAD) interface hosted by the Los Angeles County Office of Education (LACOE).

The functionality can be used on a voluntary basis, as needed, for an indefinite period of time and free of charge under the following conditions.

- District/Agency will use the provided Excel formatted [template](#) to validate and upload record data and will not change format settings in the provided template.
- District/Agency understands and acknowledges that data uploaded to the leave balance fields and the As of Date field in HRS is the sole property and responsibility of the District/Agency and is stored in HRS and printed on payroll warrants and advices for informational purposes only.
- District/Agency will designate the user group participants below including their contact information. These members will receive email messages from the LACOE systems regarding validation and/or update status.

Employee Name	Employee Email	Employee Job Title
1.		
2.		
3.		
4.		
5.		

In addition to this form, the District/Agency will also be required to submit an [Operator Authorization Request](#) form for the use of RAD to upload the Excel files. [Instructions](#) on completing this form and more information related to leave balance, can be found on the [Employee Leave Balance Upload](#) website.

**This form shall be reviewed and signed by the Superintendent, Chief Business Official, or Chief Personnel Official.** Questions and/or signed and completed forms should be submitted to the HRS Operations Unit via email at [sfshrsops@lacoedu](mailto:sfshrsops@lacoedu). Completed forms can also be efax to (562) 469-4228.

\_\_\_\_\_  
Authorized Signatory Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date