

ACKNOWLEDGMENT AND AUTHORIZATION FOR PAYROLL DEDUCTION

Salary Deductions

The Kansas-Nebraska Conference of Seventh-day Adventists ("Conference") may deduct from any paychecks and/or electronic deposits due to me for the following reasons:

1. I do not work any hours in a full workweek.
2. I am absent from work one or more full days for personal reasons (e.g., if I am absent 1 and ½ days, a deduction for one full day may be made).
3. I am absent one or more full days due to illness, disability, or injury, and do not qualify for paid leave under Conference leave policies.
4. I violate a safety rule of major significance (e.g., safety rules preventing serious danger in the workplace to the employee or others).
5. I am absent from work one or more full days due to a disciplinary suspension for a violation of a written workplace conduct rule.
6. I am absent due to FMLA leave. Deductions in the proportionate amount of my absence (e.g., 4 hours pay for 4 hours absence) may be made by the Conference.

Repayments

I acknowledge that I may be required to repay the Conference for amounts due the Conference in circumstances including, but not limited to, those listed below. The Conference may deduct from non-salary portion of my pay, if any, all or part of the amount due.

1. Any wages, vacation, sick leave, or similar benefits advanced by the Conference or overpaid in any paycheck or electronic deposit.
2. Any outstanding personal charges, expenses (such as rental or utility), or loans that I have authorized from the Conference;
3. Any overpayment of any allowances, including, but not limited to, travel, moving, continuing education, tuition assistance, medical, or insurance contributions; and
4. Any repair or replacement for Conference property such as school equipment, documents, reports and other items for which I am responsible or which are entrusted to me that are damaged, destroyed or lost as a result of my neglect or intentional conduct.
5. Any funds advanced or any unamortized expenses paid by the Conference for my relocation that are due to the Conference as the result of my inability to perform my duties for any with the Conference; or my ceasing employment, (through resignation or any other reason) prior to the expiration of the school year; and
6. Any rental or utility expenses paid by the Conference.

Employee Signature

Date

Print Employee Name