MONROE PUBLIC SCHOOL DISTRICT PAY ELECTION FORM

26 Pay (Full Year) Pay Election:

Signature

I request that my annual salary be paid in 26 equal installments over a 12 month period, instead of the less than 12 months of actual employment, effective at the beginning of the 2018-19 school year. I understand and acknowledge that my salary will be paid to me equally in 26 pay periods. I also understand that this election is irrevocable during the year in which I elect to receive 26 equal pays. I further understand that this election will continue from year to year unless it is cancelled by one of the following methods:

- Taking a Board approved leave of absence without pay.
- Changing assignment during the school term, resulting in an adjustment in the number of contract days.
- Retiring, resigning or being terminated during the school year.
- Electing, prior to the start of a subsequent work year, to be paid in 21/22 equal installments (see choice below).

Signature		Name (Please Print)	
		Date	
21 (teacher) o	or 22(clerical) (10/11-month) Pay	Election:	
ny period of understand ar periods. I also o receive 21	st that my annual salary be paid in 21 employment, effective at the begin nd acknowledge that my salary will understand that this election is irrev (22) equal pays. I further understand the salary one of the follows:	nning of the be paid to motion of the paid to motion of the paid that this e	2018-19 school year. In a contract of 2018-19 school year. In the contract of 2018-19 school year. It is a contract of 2018-19 school year.
•	Taking a Board approved leave of abser	nce without pa	ay.
	Changing assignment during the school number of contract days.	ol term, resulti	ing in an adjustment in the
• F	Retiring, resigning or being terminated d	uring the scho	ool year.
	Electing, prior to the start of a subsequent installments (see choice above).	uent work ye	ear, to be paid in 26 equal

Please return directly to the payroll office.

Name (Please Print)

Date