

**MONROE PUBLIC SCHOOL DISTRICT**

**PAY ELECTION FORM**

**26 Pay (Full Year) Pay Election:**

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) or 22(clerical) (10/11-month) Pay Election:**

I request that my annual salary be paid in 21 \_\_\_\_ (22 \_\_\_\_ ) equal installments during my period of 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 21 (22) pay periods. I also understand that this election is irrevocable during the year in which I elect to receive 21 (22) 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 26 equal installments (see choice above).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

**Please return directly to the payroll office.**