



Mr. Kenneth A. Berlin
Superintendent

Mrs. Leslee M. Hutchinson
Assistant to the Superintendent

Mrs. Vicki L. Bendig
Business Administrator

To: Professional Staff

Subject: All Professional Staff Summer Pay Request

This memo is to advise all professional staff that their balance of contract can be paid in one lump sum at the end of the school year. If you would prefer to be paid the lump sum rather than bi-weekly paychecks throughout the summer, complete the bottom of this form.

Please consider this my formal written request for my summer pay in one lump sum as per our contract in Article 13, Section 1: "Any employee who so requests may have his/her pay for the summer months paid in one lump sum on the second regularly scheduled pay day in June."

Please return this completed form to Payroll by **May 1**.

If you have Flexible Spending, 403B, or Aflac payroll deductions you **MUST** contact Payroll to determine how the remaining deductions will be handled.

Thank you.

Print Name

Signature

Employee ID Number

Date