



Rebecca Kelley
 Assistant to the Superintendent

Mr. Kenneth Berlin
 Superintendent

Mrs. Vicki Bendig
 Business Administrator

To: Professional Staff
Subject: 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 like to be paid the lump sum rather than bi-weekly paychecks for July and August, please complete the bottom of this form and return no later than **May 1st**.

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

Please consider this my formal, written request to receive 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"

 Print Name

 Signature

 Employee ID Number

 Date