

**WYANDOTTE PUBLIC SCHOOL DISTRICT**

**PAY ELECTION FORM**

**26 Pay (Full Year) 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 2020-2021 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 21/26 equal installments (see choice below).

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

**21 Pay Election:**

I request that my annual salary be paid in 21 equal installments during my period of employment, effective at the beginning of the 2020-21 school year. I understand and acknowledge that my salary will be paid to me equally in 21 pay periods. I also understand that this election is irrevocable during the year in which I elect to receive 21 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 Cynde Cialone in the Payroll Office by May 22, 2020**

