Travis Unified School District

SUMMER ARREARS ELECTION FORM

10-MONTH or 11-MONTH Classified Staff

Options for Payment of Salary for the 2023-24 School Year

Employees have the option of receiving their salary divided into 12 monthly payments.

PLEASE INITIAL BELOW:

_____**I Wish** to have my salary divided over a **Twelve-month** period for the 2022-23 school year. **This selection means I elect Summer Arrears**.

_____**I Do Not Wish** to have my salary divided over a Twelve-month period for the 2022-23 school year months. **This selection means I do not elect Summer Arrears**.

Eleven-month employees are paid from August to June. Vacation hours are maintained as a leave balance "on the books" and are not paid out. The employee's portion of insurance benefits will be paid over 11 months.

Ten-month employees are to be paid from September to June. The employee's portion of insurance benefits will be paid over those 10 months.

PLEASE RETURN THIS FORM TO THE BUSINESS OFFICE NO LATER THAN June 3, 2022.
If you have any questions regarding these options, please call Constance Gonzalez-Hall at the Business Office, 707-437-4604 ext. 1268.

I understand that I may **not** change the above options for the 2022-23 school year once this form has been signed and submitted to the Business Services Office. A change of options may only be made annually.

_____ _____ _____

Date **Signature** **Print Name**