



**Travis Unified School District  
Classified Staff  
11A Pay Employees Only**

**Options for Deduction of Vacation Arrears for June 2024**

You may or may not have selected the option to participate in our Vacation Arrears Program to be paid in one lump sum on your **JUNE** warrant. Your selection below confirms this fact. If you elect to participate, the amount you indicate below will be deducted (post-tax) from your pay in equal payments beginning with your **September 2023 thru May 2024**.

**PLEASE CHECK YOUR SELECTION BELOW:**

\_\_\_\_\_ **I do not wish** to participate in Vacation Arrears Program.

\_\_\_\_\_ **I Wish** to have my entire monthly vacation earnings deducted monthly.

\_\_\_\_\_ **I Wish** to have a specific amount of my vacation paid monthly.  
Please indicate amount to be **deducted**.

\$\_\_\_\_\_.

**PLEASE RETURN THIS FORM TO THE BUSINESS OFFICE NO LATER THAN June 3, 2023.**  
If not received by Payroll, no deductions will be taken, resulting in no lump sum payment on the **JUNE 2024** warrant.

Things to remember:

- Deductions will appear as a **VACATION FOR JUNE** line in the deductions section of your pay statement.
- In June 2024, the payout will appear as a **JUNE VACATION PAYOUT** line in the deductions section of your pay statement.
- Forms must be complete every year.

If you have any questions regarding these options, please call Constance Gonzalez-Hall at the Business Office, 707-437-4604 x1268.

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**