



ARDSLEY UNION FREE SCHOOL DISTRICT
500 FARM ROAD, ARDSLEY, NEW YORK 10502
(914)295-5500 FAX (914)295-5976
www.ardsleyschools.org

To: New Teachers/Nurses

From: Business Office

In accordance with the ACT Contract Article IV Section 2, you may select either a 20 or 24 payment option for your annual salary:

Teachers shall have the option, in writing, to be paid their salaries in twenty (20) or twenty-four (24) payments. Failure to indicate a preference by August 15th will place the teacher on the twenty (20) payment schedule. This option shall be irrevocable for the initial year of employment. Thereafter, said option shall be continuous unless changed by the teacher. During the month of June each teacher shall be notified by the District of his/her option to change the number of payments and such a change shall be in writing and shall be allowed only one time each year prior to August 15th.

Please complete the bottom portion of this form and return it to Payroll in the Business Office immediately. If you do not return this form, we will assume you wish to have your salary payments based on 20 pay periods.

Print Name: _____

I choose (check one): _____ 20 Payment Option

_____ 24 Payment Option

Signature: _____

Date: _____

Return to: Payroll
Business Office