

**SARATOGA UNION SCHOOL DISTRICT
20460 FORREST HILLS DRIVE
SARATOGA, CALIFORNIA 95070
(408) 867-3424 X225
(408) 867-0777**

**ANNUAL SALARY – METHOD OF PAYMENT
FOR TEN MONTH CERTIFICATED EMPLOYEES**

As a ten month certificated employee, you may elect one of the following options for the payment of your annual salary.

Option 1
(12 payments)

16 2/3% to be withheld from each of ten (10) equal salary installments and placed in a salary trust account by the Santa Clara County Office of Education. Two equal payments are then made from that account, one at the end of the month of July and one at the end of the month of August.

Option 2
(10 payments)

Payment of annual salary in ten (10) equal payments, September through June.

Date

Name

Signature