Travis Unified School District

VACATION ARREARS ELECTION FORM
11A Pay Classified Staff

You may or may not have selected the option to participate in our Vacation Arrears Program. This option deducts your vacation earnings each month to be paid out 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 ***August 2026 through May 2027***.

PLEASE INITIAL 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 $_____ deducted for my vacation arrears monthly.

Things to remember:

- Deductions will appear as a **VACATION FOR JUNE** line in the deductions section of your pay statement.
- In June 2027, the payout will appear as a **JUNE VACATION PAYOUT** line in the deductions section of your pay statement.
- Forms must be completed every year.

PLEASE RETURN THIS FORM TO THE BUSINESS OFFICE NO LATER THAN June 4, 2026. If not received by Payroll on or before the above listed date, no deductions will be made, resulting in no lump sum payment on the JUNE 2027 warrant.

Please initial your attestation below:

____ I understand that this is an annual election, due by the above date.

____ I understand that mid-year changes will not be accepted

_____	_____	_____
Date	Signature	Print Name

If you have any questions regarding these options, please call Joyce Ann Garcia at the Business Services Office, 707-437-4604 ext. 1268 or at Payroll@TravisUSD.org