

LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
(805) 474-3000, Ext. 1190
cbooth@lmusd.org

SELECTION OF 10- OR 12-PAY FOR CERTIFIED EMPLOYEES

Last year you had a choice between (a) a regular 10-pay option, or (b) a new 10 pay with two (2) summer allocation checks (SAC) option, in which funds were withheld as a voluntary deduction during the 10-month school year to provide the resources for the two summer allocation checks (July and August).

If you started after the school year began, you were automatically placed on (a) the regular 10-month pay option. If you took an extended leave of absence before the end of the school year, your contract will be paid off and you will not receive summer allocation checks.

PLEASE NOTE: All voluntary deductions, including automatic savings or payments to the credit union, dependent insurance coverage, as well as involuntary deductions for the State Teachers' Retirement System, and federal and state withholding taxes, are deducted in ten (10) payments (September through June).

If you wish to make a change for the upcoming school year, please indicate your choice below and return this form to Courtney Booth, Human Resources, **no later than June 30 of the current school year.**

I choose the ten pay option.

I choose the ten pay/two summer allocation checks option.

I understand that this agreement is in effect for one full school year and cannot be rescinded. I further understand the July and August summer allocation pay dates will be July 31 and August 31, respectively, and funds will not be available to me before these dates.

Name (Please Print)

Date

Signature: _____