



Request for 12-Month Pay – CSEA (Summer Pay)

Name: _____ Employee ID : _____

I hereby authorize a salary deferral for the purpose of 12-month pay beginning with the _____ school year.

This request shall remain in effect until further written notice is given to the Payroll Department. The payment method may not be changed during the school year, however, can be changed by submitting a request by June 30 for the following school year.

Employees opting for deferred pay (summer pay) will receive paychecks for June, July, and August on the regular payday in June.

Signature: _____ Date: _____

Sample Impact of 12-Month Pay: Annual salary of \$20,000

<i>10 Month Employee / 10 Checks</i>	
Monthly Gross	2,000
Less Mandatory Deductions	440
Subtotal (10 checks received)	1,560
Total Annual Net Pay	\$15,600

<i>10 Month Employee / 12 Checks</i>	
Monthly Gross	2,000
Less Mandatory Deductions	440
<u>Less Deferred Pay Deduction</u>	<u>260</u>
Subtotal (12 checks received)	1,300
Total Annual Net Pay	\$15,600

CSEA-SLUSD Agreement: 5.10 Sequestered Paychecks for Non-working Months

Bargaining unit members who work less than 12 months shall have the ability to defer a portion of their pay to cover non-working months. The District's payroll department shall adopt a procedure to sequester employee compensation to cover the non-working months. The deferred payroll program will be in place for the 2017-2018 school year. Any requests for deferred payroll must be submitted to the Business Office no later than June 30th in order to begin withholdings for the next school year. Newly hired employees shall be given the option for withholding in their new-hire paperwork.