Pay Option Designation

By signing below, I am electing to receive my compensation for the (Year-Year) fiscal year in 25 payments (spread between (Date) and (Date)), instead of according to the regular biweekly payroll schedule of 20 payments encompassing my work period from (Date) through (Date).

I understand that by electing to receive my compensation for the (Year-Year) fiscal year in 25 instead of 20 payments, I am authorizing and requesting the (School District/ISD) to withhold, through payroll deduction, the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in each of the first 20 pay periods during the (Year-Year) fiscal year, and to remit the withheld amounts to me during the last pay period. I am requesting that this deduction be made from my wages for my convenience and for my benefit, as is authorized in Section 7 of the Payment of Wages Act.

I also understand that any compensation received by me during the 20 pay periods will be adjusted for any overtime, unpaid leave or other authorized deductions occurring during the pay period(s) in question.

By electing this option, I acknowledge that this decision is made fully and freely, at my request, and without intimidation or fear of discharge for refusal to permit the above deductions. I also understand that I could have elected to have my payments over 20 regular payrolls instead of in 25 payments as described.

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PRINTED NAME HERE

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SIGNATURE DATE