

TO: LEE COUNTY BOARD OF EDUCATION

RE: TEACHER INSTALLMENT PAYMENT OPTION

I request that my salary for 2020-2021 be paid in twelve (12) installments instead of the traditional ten (10) payment schedule. Once I enroll in the installment pay option, I will continue on this payment plan every school year until I sign the designated box at the end of this form. I understand that the following conditions apply to the installment program.

I must be employed the first workday (August 10th, 2020 LEC or August 10th, 2020 Traditional) as a 10 month teacher to have my salary spread over twelve months.

1. No emergency payments will be made during the year.
2. Deductions that are taken out of my salary will be deducted from the installment check(s). This includes annuities, 401K, hospital insurance, State Employee Credit Union and garnishments. Please make any necessary changes or notifications to the agencies involved in these remittances.
3. If I have a break in service during the school year (**Worker's Compensation, Short Term Disability or a Leave of Absence**) or job change (**Teacher Assistant to Teacher, Traditional to Year Round**), I will be paid the lump sum which I have earned at the time of my leave less prior monthly payments. When I return from a leave of absence, I will be paid thereafter on a regular salary basis.
4. If I **resign or retire**, I will be paid the **lump sum** which I have earned at the time of my **resignation or retirement** less prior monthly payments. **This includes resignation or retirement at the end of the school year.**

PRINTED NAME

SIGNATURE REQUIRED

SCHOOL LOCATION

DATE

SOCIAL SECURITY NUMBER (last 4 digits)

**This request must be received in the Finance Office no later than August 14th, 2020.
DO NOT SUBMIT MULTIPLE COPIES OF THIS FORM.**

Note: Have you considered the alternative to the twelve-month option? Instead of the employer withholding a portion of your salary and making payment(s) to you, an amount determined is deducted each month and deposited with the **State Employee Credit Union**. The advantage to this plan (Summer Cash Account) is your money earns interest.

DISCONTINUATION OF INSTALLMENTS

At this time, I would like to discontinue installment payments and return to a traditional 10 month schedule. Please remove installment payments from my payroll beginning in the next school year.

PRINTED NAME

SIGNATURE REQUIRED