

TO: LEE COUNTY SCHOOLS CLASSROOM TEACHERS

RE: DEDUCTION FOR SUMMER PAY

I request that my salary 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.

**To be eligible to have my salary spread over twelve months:**

**I understand I must be a 10 month teacher and have begun work on the very first workday of my school calendar (Traditional or LEC).**

1. This installment deduction will be withheld for 9 months from my September-May checks.
2. No emergency payments will be made during the year nor can the monthly amount be adjusted after the first deduction is withheld.
3. No mandatory or voluntary deductions will be withheld from my June/July checks.
4. Once I sign up for Lee County Schools Summer Pay, I cannot be removed during the year except for the following reasons:
  - A. If I have a break in service during the school year (**Worker's Compensation, Short Term Disability, Leave of Absence without pay**) or a job change (**10 to 12 month employee, Traditional to Year Round**), I will be paid out in lump sum what has been withheld from my paychecks. When I return from a leave of absence, I will be paid thereafter on a regular salary basis (10 month pay).
  - B. If I **resign or retire**, I will be paid the **lump sum** of what has been withheld from my paychecks. **This includes resignation or retirement at the end of the school year.**

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE REQUIRED

\_\_\_\_\_  
DOLLAR AMOUNT TO DEDUCT MONTHLY

\_\_\_\_\_  
SCHOOL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER (LAST 4 DIGITS)

**This request must be received in the Finance Office no later than September 1st.  
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 by you is deducted each month and deposited with the **State Employee Credit Union** by payroll deduction. 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