

Summer Arrears Memorandum

To: Payroll

From: _____ Emp ID# _____

Date: _____

Re: 11 or 12 monthly paychecks

____ I am a **11-month** employee and would like to receive my paychecks over **12** months beginning with the Current School Year.

____ I am a **11-month** employee, and *currently* have a 12month deferred plan, and I would like to receive my paychecks over **11** months beginning with the Current School Year.

Thank you.

Signature: _____