

## Summer Arrears Memorandum

To: Payroll

From: \_\_\_\_\_

Date: \_\_\_\_\_

Re: 12 or 11 monthly paychecks

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\_\_\_\_ I am a **10-month** employee and would like to receive my paychecks over **12** months beginning with the 2019/2020 school year.

\_\_\_\_ I am a **10-month** employee, and *currently* have a 12 month deferred plan, and I would like to receive my paychecks over **11** months beginning with the 2019/2020 school year.

Thank you.

Signature: \_\_\_\_\_