



## Pay Out Procedures

The contract between the P.E.A. and the District calls for a summer savings option for staff as follows:

12:2-3.1 Each employee may individually elect to have ten percent (10%) of his/her monthly salary deducted from his/her pay. These funds shall be paid to the employee or his/her estate on the final day in June, or according to a schedule of payments throughout the summer, as requested by the employee, or upon death or termination of employment, if earlier.

**IF YOU ARE ALREADY HAVING MONEY DEDUCTED FROM YOUR PAYCHECK FOR THE SUMMER PAY OPTION** you have two choices of how you can get your money ... either in one lump sum in June, or spread out over the summer on the "regular" pay days ... it's your choice.

**If you want to receive ALL the money you've placed in the summer pay option plan in June ... you don't have to do anything.**

On the last day of school, you will receive four (4) extra checks, totaling the amount of your summer savings. Each check will be dated that last day of school in June, so you can cash them all at the same time or one at a time throughout the summer as you need them.

**If you want your summer pay option money paid throughout the summer... complete and return the form below to Payroll.** On July 15, July 31, August 15, and August 31 you will be able to get a check, each for 25% of your total summer savings account. It's that simple!!!



### **REMEMBER ... THIS IS ONLY FOR THOSE STAFF MEMBERS WHO HAVE ALREADY SIGNED UP FOR THE SUMMER PAY OPTION!**

For payment on a four payment basis throughout the summer, complete and return this form to the Payroll Department. PLEASE WRITE CLEARLY.

Name : \_\_\_\_\_ Worksite: \_\_\_\_\_

By submission of this form, I request that my summer payment option checks be paid to me throughout the summer, on the regular paydays. I understand that I will not be able to access my money earlier than the payroll dates for the summer months.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NOTE: To ensure that your request is received by the Payroll Department, address your form to:  
Paterson Public Schools  
Payroll Department: Summer Pay Option.**

Questions should be referred to the Payroll Department.