

# MADERA UNIFIED SCHOOL DISTRICT

## Human Resource Department

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### **PAYCHECK ELECTION FORM 11 MONTH DUTY CALENDARS**

Employees hired in a position assigned an 11 month duty calendar from 183 – 225 will have their annual salary spread uniformly across pay periods **August thru June.** **No pay check for July.** During this pay period, your monthly check will be subject to the standard Federal and State tax withholdings, retirement, health insurance premium and union due deductions. Only the June paycheck will be excluded from union due deductions. Pay day is the last working day of the month.

Employees working 11-month calendars have the option of spreading their annual salary uniformly across pay periods **August thru July.** From August thru May, your monthly check will be subject to the standard Federal and State tax withholdings, retirement, health insurance premium and union due deductions. June paycheck excludes union dues. July paycheck excludes tax withholdings, retirement, insurance premiums and union due deductions.

Please choose one of the following options below. Your election will be in effect for the full school year. Should you choose to change your election, you must resubmit this form to the Human Resources Department. Changes will occur the following school year.

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*Please elect one.*

- I elect to receive my paychecks in pay periods **August – June.** I understand I will not receive a paycheck for July.
- I elect to receive my paychecks in pay periods **August – July.**

#### **EMPLOYEE ACKNOWLEDGEMENT**

I understand and acknowledge that my election is in effect for the school year and may not be changed mid-year. I understand any changes will occur the following school year. I understand my check is subject to withholdings and deductions as indicated above.

\_\_\_\_\_  
Employee Name (please print)

XXX-XX-\_\_\_\_\_  
SSN#

\_\_\_\_\_  
School/Dept.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date