

Caldwell County Schools

Twelve Month Installment Authorization Form

G.S. 115C-316 provides any individual school employee employed for a term of 10 calendar months may be paid in 12 monthly installments, if the employee so requests **on or before the first day of the school year.**

This legislation also makes the following requirements:

1. The request must be in writing. This form fulfills this requirement.
2. Employees are not required to renew this request annually. **This form will be needed for initial election or when changing an employee's election.**
3. An employee **may discontinue installment pay at any time** during the school year. If an employee discontinues the installment pay method during the school year, **it cannot be re-established before the next school year which will occur only if this form is completed again on or before the first day of the next school year.**
4. If an employee on installment pay has a break in service during the school year (i.e on Worker's Compensation, Short-term Disability pay, or leave without pay), they are no longer eligible for installment pay. At that time, the employee will be converted to 10-month pay/non-installment status and receive all pay accumulated for the summer.

NOTE: Effective October 1, 2011, voluntary deductions including dental, vision, group term life, flexible spending accounts and all Colonial products will be deducted on a 10-month basis regardless of the number of checks received.

I wish to receive my annual salary in 12 monthly installments effective August _____.
(year)

I have been receiving my annual salary in 12 monthly installments and wish to discontinue this plan and convert to 10 month pay effective _____ 1, _____.

Name: _____ Social Security #: _____

School & Position: _____

Signature: _____ Date: _____