

**STURGIS PUBLIC SCHOOLS**  
**NOTICE OF ELECTION FOR ANNUALIZED SALARY**  
**(For use by employees on a school year work schedule)**

This is to notify Sturgis Public Schools that beginning with my employment in the current school year, I have elected to have my wages for the approximate 10 month school period during which I will perform services paid to me as follows (initial one):

\_\_\_\_\_ Option #1: 21 equal bi-weekly payments (Depending upon the number of pay periods occurring during a particular school year, bi-weekly wage payments may be adjusted to 22 equal bi-weekly payments).

**-OR-**

\_\_\_\_\_ Option #2: 26 equal bi-weekly payments (Depending upon the number of pay periods during a particular school year, bi-weekly payments may be adjusted to 27 equal bi-weekly payments).

**-OR-**

\_\_\_\_\_ Option #3 26 pays and on the 21<sup>st</sup> pay balance of contract is paid in full. (Depending upon the number of pay periods during a particular school year, bi-weekly wage payments may be adjusted to 27 pays / 22 pays).

By electing to be paid under Option 2, I am authorizing and requesting **STURGIS PUBLIC SCHOOLS** to withhold, through payroll deduction, amounts sufficient to allow the compensation I earn over the first 21/22 pay periods to be paid over a 12 month interval in 26/27 pay periods. I request that these deductions be made from my wages for my convenience and for my benefit, as authorized in Section 7 of the Michigan Payment of Wages Act, MCL 408.477. I also understand that any compensation received by me is subject to adjustments attributable to overtime, unpaid leave, deductions otherwise authorized or required by law, and similar circumstances occurring during my work year.

If I have elected Option 2 (i.e., to be paid in 26/27 equal bi-weekly payments) and I separate from service from **STURGIS PUBLIC SCHOOLS** before the end of the 26/27 bi-weekly regular payroll schedule, I will be entitled to additional payment based on the amount that I have actually earned from my first day of work in the school year until the date of my separation

from service. This additional payment will be included in my final paycheck as soon as that amount can, with due diligence, be determined, but not later than the next regular payroll following my effective date of separation. A "separation from service" shall have the same meaning as set forth in Section 1.409A-1(h) of the Internal Revenue Code Regulations. In general, a separation from service occurs in the event of death, retirement, or other termination of employment.

My election to receive wage payments under Option 1, Option 2 or Option 3 above becomes effective at the beginning of the current school year, and may not be changed or withdrawn by me during that school year. My election of Option 1, Option 2 or Option 3 will remain in effect in all future school years unless and until I provide a written revocation of that election to **STURGIS PUBLIC SCHOOLS** before my first day of work in any school year after the current school year.

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

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

Print Name: \_\_\_\_\_

Employees scheduled to work on a school year basis who do not complete this form will be paid on the basis of Option 1; as indicated above.