



Voluntary 12-Pay Option Termination Form for the 2024-2025 Contract Year

The deadline to terminate your participation in the Voluntary 12-Pay Option beginning with the 2024-2025 contract year is June 7, 2024.

I hereby elect to terminate my participation in the 12-Pay Option beginning with the 2024-2025 contract year.

I understand that because of terminating the 12-Pay Option I will not receive a check for the months of **July 2024 and June 2025 for the 2024-2025** school year. I will receive ten equal paychecks **August 31, 2024 through May 31, 2025**.

I also understand that this decision is irrevocable for the 2024-2025 contract year and that I may choose to participate in the Voluntary 12-Pay Option in a future contract year if I meet all eligibility guidelines and complete all necessary forms during a future open enrollment period.

Name (*please print*): _____

Employee ID: _____ Date: ____/____/____

Signature: _____

Please send your completed Voluntary 12-Pay Option Termination Form electronically to payroll@sandi.net no later than June 7, 2024.

**If you are unable to submit an electronic copy, you may mail your form to*

**San Diego Unified School District Payroll Department
4100 Normal Street, Room 1150
San Diego, CA 92103**

For Office Use: Date: _____ Initial: _____
