



Voluntary 12-Pay Option Termination Form for the 2023-2024 Contract Year

The deadline to terminate your participation in the Voluntary 12-Pay Option beginning with the 2023-2024 contract year is June 9, 2023.

I hereby elect to terminate my participation in the 12-Pay Option beginning with the 2023-2024 contract year.

I will not receive a check for the months of **July 2023 and June 2024 for the 2023-2024** school year as a result of terminating the 12-Pay Option. I understand that I will receive ten equal paychecks **August 31, 2023 through May 31, 2024**.

I understand that this decision is irrevocable for the 2023-2024 contract year. I understand 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 9, 2023.

**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: _____
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