

ENROLLMENT

2009-2010

EMPLOYEE EXTENDED PAY OPTION PLAN

This enrollment form is to be completed by any 10-month or 11-month permanent employee who desires to be paid on a 12-month (26 payments) basis in 2009-2010 (July 1, 2009 – June 30, 2010) and who elects to participate in the Employee Extended Pay Option Plan for the 2010-2011 year.

I elect to have deductions made from my 2009-2010 10-month earnings over 22 installments or 11-month earnings over 24 installments to support extended payments in June, July, and August of 2010 according to the pay schedule provided on the Payroll Services Webpage at www1.pgcps.org/payroll/. The Employee Extended Pay Option Plan Bulletin that explains the plan fully can be found on the Payroll Services Webpage at www1.pgcps.org/payroll/. I understand that selection of this escrow pay plan is **IRREVOCABLE** for the school year and may only be changed during annual open enrollment, unless a hardship request is approved. Hardship cases will be evaluated on a case-by-case basis after receipt of documentation of a hardship.

PRINT INFORMATION LEGIBLY

_____	_____	_____	_____	_____
EIN	First Name	M.I.	Last Name	Work/School Location
_____			_____	_____
Employee Signature			Employee E-mail Address	Date

**THIS ENROLLMENT FORM MUST BE SUBMITTED BY
JULY 31, 2009, FOR 11-MONTH EMPLOYEES
AUGUST 14, 2009 FOR 10-MONTH EMPLOYEES**

All 10-month or 11-month employees participating in the Extended Pay Option Plan will automatically be included in the Extended Pay Option Plan unless a **WITHDRAWAL FORM** is completed and received in Payroll Services by the dates mentioned above. Internal Revenue Service Requirements prohibit withdrawals during the pay year except for hardship situations.

Upon Human Resources notice of termination, resignation, retirement, suspension or approved leave of absence, the total accumulated contributions will be refunded to the employee subject to the disclosure statement below. Employees on an approved leave of absence will be removed from the Extended Pay Option Plan for the remainder of the fiscal year and **WILL NOT** be enrolled in the plan for succeeding years. A new enrollment form will be required during the next enrollment period if affected employees wish to resume participation in the plan.

Withdrawal Disclosure: Prince George's County Public Schools' regular 10-month and 11-month pay period calendar is scheduled so that employees receive a full paycheck for 10 days on their first paycheck even though they may not have worked a full pay period. This benefits employees immediately with a full paycheck, but results in the receipt of a portion of their salary before it is earned. Therefore, if employees leave employment anytime during the year, they will have to return any funds paid in advance of the days worked. The amount that must be repaid decreases as the school year progresses, but the break even point is only reached with the last regular paycheck.

Therefore, when employees who have opted to enroll in the Employee Extended Pay Option Plan leave employment, are approved for any extended leave, are terminated or suspended during the school year, the money deducted from each biweekly paycheck for the summer payments will be applied against any amount that must be repaid to Prince George's County Public Schools in producing their final paycheck.

NOTE: Payroll Services will return a date stamped copy of this enrollment form to employees.

**Return this form to Payroll Services
Via First Class or Certified mail, hand delivery, or fax**
Payroll Services, Sasser Administration Building, 14201 School Lane, Room 132,
Upper Marlboro, MD 20772
Phone: 301- 952-6200 Fax: 301-952-6088