

LEA PAY CYCLES  
20 OR 24 PAY PERIODS

LEA staff has the option of being placed on 20 or 24 pay periods. Once selected, the pay selection cannot be changed during the year. Teachers desiring to change pay cycles must notify the Human Resources office in writing by August 1, prior to the upcoming school year.

If you are a laid off teacher and are recalled after August 1, you may request, in writing to change your pay periods at the time of recall.

EMPLOYEE NAME	NUMBER OF PAYS SELECTED

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE