



Voluntary 12-Pay Option Termination Form for 2022-2023

The deadline to terminate your participation in the Voluntary 12-Pay Option beginning with the 2022-2023 contract year is June 10, 2022.

I hereby elect to terminate my participation in the 12-Pay Option beginning with the **2022/2023** contract year.

I understand that I will not receive a check for the months of **July 2022** and **August 2022** as a result of terminating the 12-Pay Option. The first check for the 2022/2023 contract year will be issued September 30, 2022.

I understand that this decision is irrevocable for the **2022-2023** contract year. I understand that I may choose to participate 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 10, 2022.

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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