

Request to Change Pay Basis for Ten-Month Faculty Academic Year 2009-2010

Ten-month faculty may choose between two methods of payment, either a 21-pay or 26-pay (CAL) basis. A pay basis can be changed **only at the start of an academic year**. If you wish to request a change, complete the shaded box below. This completed form **must be received** by Jackie Corrigan in the Provost's Office **no later than July 10, 2009**.

Please select your pay basis below:

I Select 21-Pay Basis

I Select 26-Pay Basis

Print Name _____

Signature _____ Date _____

FOR YOUR INFORMATION:

21-pay basis:

Academic-year salary is paid out over 21 equal biweekly payments. 21-pay faculty go on the payroll effective August 20, 2009. **The first payday for 21-pay faculty is September 16, 2009**. On September 16, 21-pay faculty would receive a full biweekly check.

26-pay (CAL) basis:

Academic-year salary is paid out over the entire year from September 1 through August 31. A faculty member on 26-pay basis always goes on the payroll on September 1, no matter where this date falls within a biweekly period. **The first payday for 26-pay faculty is September 16, 2009**. On September 16, 26-pay faculty would receive a check for 2 days of the 14-day biweekly period.

Special note: *When on 26-pay (CAL) basis, the Spring Semester begins March 2. If you take a leave without pay for a fall semester, this means you will not return to the payroll until March 2 when you return in the spring. Your academic obligation, however, will begin with the start of classes.*