Request for Early Payout

Salaried employees receive wages in twelve (12) monthly payments. However, employees may request to be paid in fewer payments. Written notice of such request must be given to the Business Manager prior to the March meeting of NESC’s Board of Directors.

If granted, deductions will be recalculated and withheld from checks over the remaining payment periods. Requests will be granted on a case-by-case basis.

If an employee’s contract is paid out in May rather than in August, that employee will not receive benefits (for example, health insurance) in the months of June, July, or August.

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| Section 1 (Completed by Employee) | | |
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| Employee Name |  | |
|  |  | |
| Please finish paying my contract in |  | |
|  |  |  |
| Change from 12 monthly payments to |  | monthly payments. |
|  |  |  |
|  |  |  |
|  |  |  |
| Employee Signature |  | Date |

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| Section 2 (Completed by NESC Administration) | | |
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| Granted or Denied |  | |
|  |  | |
| Date of Board Action |  | |
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|  |  |  |
|  |  |  |
| Board President Signature |  | Date |
|  |  |  |
|  |  |  |
|  |  |  |
| Business Manager Signature |  | Date |