

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.

Requests will be granted on a case-by-case basis. If an employee’s contract is paid out early, that employee will not receive benefits (for example, health insurance) after the payout.

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

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