

**NOTICE OF HOW FULL-TIME EMPLOYEES WHO WORK LESS THAN 12 MONTHS
ARE TO BE PAID**

This notifies **the employee** that Maggie L. Walker Governor’s School requires the employee to be paid over 12 months even though they will actually work over a shorter period. Specifically, **the employee** will receive 24 equal semi-monthly payments of **the contracted total**.

In the event that separation from service occurs before the end of the 12-month payment period, **the employee** will be entitled to an additional payment for the amount actually earned from the beginning of the 12-month pay period until the date of separation from service which has not yet been paid. This additional payment will be included in the employee’s final paycheck. For this purpose, “separation from service” has the same meaning as that term is defined in section 1.409A-1(h) of the Treasury Regulations.

Adopted: September 19, 2024