


## **DFTA Year-Round Pay Request Form – School Year 2025–2026**

 **Deadline: August 8, 2025 – Forms received after this date will NOT be processed for Year-Round Pay for the 2025–2026 school year.**  
***NO EXCEPTIONS. This option is only available to returning DFTA members.***

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### **Employee Information**

Employee Name (DFTA Member): \_\_\_\_\_

Today's Date: \_\_\_\_\_

### **Request Declaration**

I, \_\_\_\_\_, request that my salary for the 2025–2026 school year be spread evenly across 26 pay periods instead of the standard 22 pay periods.

### **Acknowledgment of Terms**

By checking the boxes below, I acknowledge that I understand the following:

- ☐ I understand that this decision cannot be changed until the 2026–2027 school year.
- ☐ I understand that my take-home pay will be lower per check because it is spread across 26 payments.
- ☐ I understand that benefits will be deducted from 24 of the 26 checks.
- ☐ I understand that any docked time (unpaid leave) will still be deducted from the appropriate paycheck(s).

To get an idea of how your paycheck might change we HIGHLY RECOMMEND:

1. Take your total gross pay from last year.
2. Divide it by 22 to see what you would get with the standard schedule.
3. Divide it by 26 to see what you would get under year-round pay.
4. Subtract the smaller number from the larger one to estimate your pre-tax difference per paycheck.

### **Sign & Submit**

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### **Payroll Office Use Only**

Date Received: \_\_\_\_\_

Payroll Staff Initials: \_\_\_\_\_