

**Faculty Election to Defer Receipt of Salary Payment  
(Request to Receive Salary Payments Over Twelve Months)**

I, \_\_\_\_\_  
(print name)

hereby request the allocation of my 9-month academic year salary be paid equally over the 12-month period of September 1 through August 31 of the following year.

Note: For current employees who are making a request for the following academic year, this form must be returned to the Office of Human Resources by June 30 prior to the start of the academic year for which they are requesting that it take effect. New employees hired after June 30 will have 30 days from date of hire to make an election.

My signature below indicates that by requesting an allocation of my 9-month academic year salary be paid over the 12-month period of September 1 through August 31, I understand that:

1. My 9-month gross salary will be disbursed to me in equal payments over the 12-month period from September 1 through August 31.
2. My deductions (taxes, benefits, retirement, etc...) will also be processed over 12 months.
3. This election will take effect for the academic year following the date it was submitted if submitted by June 30.
4. Once elected, I will not be allowed to revoke this election during the year and the payout will be made in accordance with the standard 12-month distribution schedule, except in the event of my termination, death, disability, or unforeseeable emergency when pay out of funds may be legally required.
5. My participation in this plan will continue from year to year until I submit a request to discontinue this allocation of my salary prior to June 30 for the following academic year.
6. Receipt of my salary over a 12-month period does not affect the status of my faculty appointment, which remains on a 9-month basis.

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

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

Department: \_\_\_\_\_

Email: \_\_\_\_\_

**This form must be returned to the Office of Human Resources by June 30.**



Human Resources

UNIVERSITY OF COLORADO  
COLORADO SPRINGS