

**DIVISION OF HUMAN RESOURCES**

**DALE COUNTY BOARD OF EDUCATION**

REQUEST FOR TWELVE OR THIRTEEN MONTH CHECKS FOR NEW HIRES

\_\_\_\_\_ **FIRST YEAR ONLY:** I WISH TO HAVE MY ANNUAL SALARY DISBURSED OVER THIRTEEN CHECKS. (Beginning August 2024). I UNDERSTAND BY MAKING THIS DECISION THAT MY ANNUAL SALARY WILL SPREAD OVER THIRTEEN CHECKS, MAKING MY MONTHLY CHECK A LESSER AMOUNT.

\_\_\_\_\_ **FIRST YEAR ONLY:** I WISH TO HAVE MY ANNUAL SALARY DISBURSED OVER TWELVE CHECKS. I WILL RECEIVE MY FIRST CHECK THE LAST WORKING DAY OF SEPTEMBER 2024.  
I will be paid August 2024 from \_\_\_\_\_.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DALE COUNTY SCHOOLS, 202 S. HWY 123 SUITE E, OZARK, AL 36360