



MEMORANDUM

PENNSBURY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
134 YARDLEY AVENUE • P.O. BOX 338 •
FALLSINGTON, PA 19058-0338
www.pennsburysd.org

To: Full Time Ten Month Classified Staff
From: Elizabeth Lerie, Human Resources Records Specialist
Date: May 19, 2023
Subject: 409 A Election for Annualization of Salary – school year 2023-2024

Please be advised that due to changes in the Internal Revenue Service Regulations (Section 409(a)), employees who work ten months but have the option to be paid over ten months or twelve months, must review the memo below, indicate their selection of payment, and sign the election form outlined in this memo.

Thank you for your cooperation with regard to this matter.

I _____, hereby elect to be paid my annual salary by the Pennsbury School District for the 2023-2024 school year and each school year thereafter, until this election is changed as follows:

Select One:

10-month payment option

_____ Payment over ten months in equal installments every two weeks beginning with the first pay of the school year as outlined by the district payroll schedule.

12-month payment option

_____ Payment over twelve months in equal installments every two weeks beginning with the first pay of the school year as outlined by the district payroll schedule.

This notice is irrevocable for any particular school year, and may not be changed or withdrawn after the beginning of the school year in which I am working. This notice will be effective for all years following the 2023-2024 school year, unless I choose to change my election. If I choose not to have my salary deferred in any future school year and be paid only during the period that I actually perform services, I will so notify Pennsbury School District in writing prior to beginning work for that school year.

This notice shall have no effect if not submitted prior to the time I begin working for the 2023-2024 school year.

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

Employee Signature

Date