

FLEX-YEAR AGREEMENT FORM

Job Title: _____

I understand that I will not receive regular wages for the non-working period, scheduled from _____ to _____. As a full-time employee, (non-working period not to exceed 10 weeks in a 12 month period) I will continue to be eligible for the University benefit programs during the non-working period provided all benefit and payroll deductions have been paid prior to the non-working period.

I voluntarily agree to allow the University to deduct the amount of authorized and normally scheduled benefit and payroll deductions to cover the non-working period, on the payroll check immediately preceding the non-working period.

Employee Signature Date

Department Head Signature Date

NOTE: Prepayment amount for obligatory payroll deductions, such as Recreation Center dues, parking, Billiken tickets, loans, etc., should be discussed with the payroll office prior to acceptance of this agreement. The payroll office will also assist you regarding continuation of voluntary deductions such as Savings Bonds. Direct deposit banking arrangements, if any, will resume upon your return.

The benefits office should be contacted to discuss the prepayment amount for benefits deductions such as dependent medical insurance, long term disability, etc.