

NOTICE OF HOW EMPLOYEES WHO WORK LESS THAN 12 MONTHS  
ARE TO BE PAID

This notifies \_\_\_\_\_ that Bath County School Division  
name of employee  
requires him or her to be paid over 12 months regardless of the fact that he or she will actually  
work over a shorter time period.

Specifically, \_\_\_\_\_ will receive 24 equal bi-monthly  
name of employee  
payments (or 26 equal payments every two weeks) of \_\_\_\_\_ beginning  
\$ amount of each payment  
on \_\_\_\_\_, 20\_\_\_\_\_.

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