



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
Telephone (207 624-6660-Fax (207) 624-6661-TTY-1- 888-577-6690

**2011-2012 CONTINUED BENEFITS COVERAGE DURING SUMMER RECESS
FOR
ACADEMIC YEAR EMPLOYEES PAID OVER 21 PAY PERIODS**

Academic Year employees of Child Development Services (CDS) who are either paid on an hourly basis or on a salaried basis and elected to be paid over 21 pay periods, will continue to have benefits coverage during the Summer Recess, even though they may not be receiving a paycheck from CDS to cover these benefits. In order to cover the cost of your benefits premiums over the Summer Recess, CDS will collect these benefits premium(s) upfront during the pay periods in the current Academic/Program Year Calendar.

There are a total of five (5) pay periods during the Summer Recess. The additional cost of your benefits premium(s) can be calculated by multiplying the total bi-weekly cost of your benefits deductions by five (5) and then dividing by the number of pay periods left in the current Academic Programming Calendar.

In the case that you leave CDS employment, you will be refunded all or a pro-rated amount of these pre-paid benefits deductions based on when your benefits coverage ends.

Employee Signature

Employee Name (Printed)

Date _____

Please complete and fax to 624-6661