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Sylvia Fassler-Wallach Assistant Superintendent Finance, Facilities & Operations

MEMORANDUM

TO:

ALL DISTRICT EMPLOYEES

FROM:

Sylvia Fassler-Wallach

DATE:

October 28, 2015

RE:

2015-2016 Stipend Payments

To enable you to receive separate payments for stipends, the Business Office has created the following three additional pay periods for the 2015-2016 school year:

Submission Deadline	Stipend Pay Date
11/25/15	12/10/15
2/18/16	3/3/16
5/26/16	6/9/16

Taxes will be withheld on stipends at the following prescribed rates:

Federal 25% State 9.7%

Should you have any questions, please contact Jacqueline Gibbs at ext. 3032 or me at ext. 3030. Thank you.