Department of Education
Carmen Fariña, Chancellor

APPLICATION FOR TERMINAL LEAVE OF ABSENCE WITH PAY

Deliver original to the Board of Education Retirement System (BERS) when all sections, except the last one has been completed. Retain a copy for your own file. No letter of transmittal is necessary. The Board of Education Retirement System (BERS) will forward to the Support Services Unit for final processing.

TO THE DIVISION OF HUMAN RESOURCES

Pursuant to the Rules and Regulations for Administrative Employees, effective January 1982, excerpt on reverse side of form, I hereby request a Terminal Leave of Absence with Pay as indicated below. In consideration of being granted this terminal leave, I hereby agree to file an application for retirement not less than 30 days prior to the expiration of such leave.

Signature of Employee | Home Address | City, Slate, Zip

Date of Permanent Appointment | Social Security Number

Pension Number (if non-pension member, indicate *None*) | Date of Birth

Application Date

TO BE COMPLETED BY TIMEKEEPING UNIT

Employee: _____ Title: _____

Division/Office: _____ Tel#: _____

Method A ☐ **Method B** ☐

Sick Leave Balance, as of date Terminal Leave begins _____

Date Terminal Leave will commence _____

If Terminal Leave is to commence at expiration of employee's vacation, indicate period of vacation from

_____ to and including _____

If Terminal Leave is to commence at expiration of leave of absence, with or without pay, check here _____

Indicate exact dates of leaves, including extensions, on reverse side.

Timekeeper Signature: _____ Date: _____

Signature: _____ Date: _____

Bureau Head: _____ Date: _____

TO BE COMPLETED BY BOARD OF EDUCATION RETIREMENT SYSTEM (BERS)/ DIVISION OF HUMAN RESOURCES

Total creditable service up to date of commencement of the leave as indicated by Bureau.

Years _____ Months _____ Days _____ As of _____

Date eligible for Retirement _____ Date of Birth _____

If mandatory age retirement, check here _____

Date of permanent appointment - Board of Education _____ City _____

Executive Director, Board of Education Retirement System _____
Signature

Authorized Signature, Division of Personnel _____
Signature

FOR USE OF PERSONNEL DIVISION

Maximum amount of Terminal Leave allowable based on the Rules and Regulations for Administrative Employees, effective January 1982.

Amount of Terminal Leave: _____ Work Days: _____

Calendar Days – Effective _____ to and including _____

EXCERPT FROM THE RULES AND REGULATIONS FOR ADMINISTRATIVE EMPLOYEES:

The Division of Human Resources will grant Terminal Leave with Pay in accordance with applicable collective bargaining agreements, regulations or pay plans effective during the course of employment. Terminal leave shall be in addition to accrued vacation balance and overtime credits

REMARKS