



Policy Directory

Responsible Division: Finance and Administrative Services
 Responsible Office: Human Resources
 Issue/Revision Date: 12/01/2017

Retirement Credit

Policy:

Upon termination, applicable employees will be given retirement service credit for unused personal and major medical leave based on the following schedule:

Unused Leave Conversion Illustration

<u>Prior Methodology</u>			<u>Leave Conversion, Effective July 1, 2017 ***</u>		
Total Hours	Equivalent No. of 8-Hour Work Days ***	Applicable Service Credit Based on No. of 8-Hour Work Days	Total Hours	Equivalent No. of 8-hour Work Days **	Applicable Service Credit Based on No. of 8-Hour Work Days
120	15	0.25	120	15	0.2500 (3 months)
288	36	0.25	288	36	0.2500 (3 months)
456	57	0.25	456	57	0.2500 (3 months)
624	78	0.50	624	78	0.5000 (6 months)
792	99	0.50	792	99	0.5833 (7 months)
960	120	0.50	960	120	0.6667 (8 months)
1128	141	0.75	1128	141	0.7500 (9 months)
1296	162	0.75	1296	162	0.8333 (10 months)
1464	183	0.75	1464	183	0.9167 (11 months)
1632	204	1.00	1632	204	1.000 (12 months)
1800	225	1.00	1800	225	1.0833 (13 months)
1968	246	1.00	1968	246	1.1667 (14 months)

* 120 hours for first month and 169 hours for each subsequent month

** 15 days for first month and 21 days for each month and 21 days for each subsequent month

*** For those who became members of the system before July 1, 2017