



MARYLAND
STATE RETIREMENT
and PENSION SYSTEM

Retirement Coordinator Webinar

Unused Sick Leave

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3/22/2013

Maryland State Retirement and Pension System

Training Objective

Unused Sick Leave


Clearly define our partnership responsibilities; and



Provide coordinators information needed to accurately report and certify unused sick leave.


Maryland State Retirement and Pension System

NO Unused Sick Leave Credit





- ⊘ Break In Service
- ⊘ Judges Retirement System
- ⊘ Legislative Pension System


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 **Unused Sick Leave Credit**

Members may receive additional creditable service for unused sick leave certified by employer.

- Increases Creditable Service 
- Increases Monthly Benefit 


State Personnel and Pensions § 20-206


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 **Unused Sick Leave Definition**


Unused Sick leave credit not used before retirement

- Must be available as sick leave
- No other types of unused leave balances may be reported

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 **Unused Sick Leave Credit**

- ☀ Awarded after retirement
- ⊘ May not be used to **qualify** for a benefit
- ⊘ Does not eliminate early retirement reduction factor

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Member Responsibilities
Unused Sick Leave Credit

To receive credit, member **MUST**:

- Be eligible to retire
- Retire
- Submit completed retirement application
- Within **30** days of terminating employment



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Member Responsibilities
Unused Sick Leave Credit

Ten-Month Employees

July 1st – September 1st Retirement

- Application Notarized by August 31st

July 1st Retirement

- Application SRA Received September 15th



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Unused Sick Leave

Calculated by the Retirement Agency

Maximum Credit: Up to 15 unused sick days per year of service

Maximum Benefit

- LEOPS – 60 % AFC
- MSP – 71.4% AFC

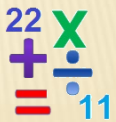


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Unused Sick Leave

Calculated by the Retirement Agency

- 22 days of unused sick leave equals one month
- If 11 or more days remain, an additional month is credited



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Retirement Coordinator Responsibilities Unused Sick Leave Credit

- INFORM all members about unused sick leave credit.
- Members Leaving Employment:
 - Encourage normal service retirement eligible members to retire
- Do not delay paperwork
- Questions? Call Retirement Agency

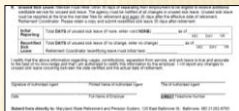

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Retirement Coordinator Responsibilities Unused Sick Leave Credit

Report and Recertify Unused Sick leave

- Prior to Retirement, and
- After Retirement Date

Do not delay paperwork



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Retirement Coordinator Responsibilities
Unused Sick Leave Credit

***Prior* to Retirement:**

- Determine unused sick leave
 - Project **SICK** leave earned and used
 - Convert hours to **DAYS**
 - Complete **Application Sick Leave Section**
- Copy retirement forms
- Report projected ***days*** to MSRA


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Retirement Coordinator Responsibilities
Unused Sick Leave Days

Reporting Unused Sick Leave:

- Convert hours to days
- Use Standard Full-Time Hours
- Do not report partial days or fractions
- Report Unused Sick Leave **DAYS**



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Retirement Coordinator Responsibilities
Unused Sick Leave Days

Standard Full-Time Hours

Determined by Employer

- State of Maryland = 8 hours
- PGU = 8 hours or less

Part-Time ÷ Standard **Full**-Time Hours



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Retirement Coordinator Responsibilities
Unused Sick Leave DAYS

SL Hours ÷ Standard FT Hours = SL Days

Unused Sick Leave Hours (SL) = 3600

Full-Time (FT) Standard Hours = 8

3600 SL hours ÷ 8 Standard Hours = 450 days


Full-Time Standard Hours = 7.5

3600 SL hours ÷ 7.5 Standard Hours = 480 days



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Retirement Coordinator Responsibilities
Form 13-23: Retirement Application Sick Leave
Prior to Retirement

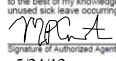


E. Unused Sick Leave: Member must retire within 30 days of separating from employment to be eligible to receive additional creditable service for unused sick leave. The agency must be notified of all changes in unused sick leave. Unused sick leave must be reported at the time the member files for retirement and again 30 days after the effective date of retirement. Retirement Coordinator: Please retain a copy and submit recertified sick leave 30 days after retirement.

Initial Reporting:	Total DAYS of unused sick leave (If none, enter word NONE):	68	as of	7	01	2012
				MO	DAY	YR
Recertified Sick Leave:	Total DAYS of unused sick leave (If no change, enter no change)		as of			
				MO	DAY	YR

Retirement Coordinator recertifying leave must initial here: _____

I certify that the above information regarding wages, contributions, separation from service, and sick leave is true and accurate to the best of my knowledge and that I am authorized to certify this information by the employer. I will report any changes to unused sick leave occurring between the date certified and the actual date of retirement.

	Mary Coordinator	Retirement Coordinator
Signature of Authorized Agent	Printed Name of Authorized Agent	Title of Authorized Agent
5/24/12	State of Maryland	410 123 3456
Date	Full Name of Employer	DIRECT Telephone Number

Submit form directly to: Maryland State Retirement and Pension System, 120 East Baltimore St., Baltimore, MD 21202-6700

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Retirement Coordinator Responsibilities
Unused Sick Leave Credit

After Retirement Date:

- Thirty (30) days after effective date of retirement
 - Recertify unused sick leave
 - Report unused sick leave days to MSRA

Even if NO Change!


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MSRA Responsibilities
Unused Sick Leave Credit

- Reviews Employer Certified Unused Sick Leave
- Calculates creditable service credit

If necessary:

- Adjusts retirement benefit
- Notifies retiree of benefit changes
- Collects overpayment



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www.sra.maryland.gov



The MENTOR



Member Services
410-625-5555 800-492-5909
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120 East Baltimore St., 14th Fl.
Baltimore, MD 21202-6700

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Retirement Coordinator Webinar
Unused Sick Leave

This informational video provides a general summary of certain features of the Maryland State Retirement and Pension System ("MSRPS").

The System is governed by law, including Division II of the State Personnel and Pensions Article of the Annotated Code of Maryland, and Title 22 of the Code of Maryland Regulations. If there is a conflict between the law and this video, the law prevails.

3/22/2013

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