

**Florida Retirement System Pension Plan
Application to Purchase Retirement Credit
for a Pension Plan Leave of Absence**



PO BOX 9000 Tallahassee, FL 32315-9000
Local Phone: 850-907-6500 Toll Free: 844-377-1888 FAX: 850-410-2010

The conditions under which a leave may be claimed for retirement are listed on the following page.

Part I -- (To be completed by the member)

I, _____ SSN: _____

make application to purchase retirement credit for the period covered by the leave of absence granted by (employer)
_____. The leave of absence was for the following reasons:

The leave of absence began ____ / ____ / ____ and ended ____ / ____ / ____

Member Signature: _____

Position Title: _____

Mailing Address: _____

Home Phone: _____

Work Phone: _____

Part II -- (To be completed by the employer)

This is to certify that (member name) _____ was granted a leave of absence from
____ / ____ / ____ to ____ / ____ / ____ . The leave of absence was granted on ____ / ____ / ____ and is
recorded in board minutes or personnel action form dated ____ / ____ / ____

Last day on payroll: _____

Rate of pay immediately prior to leave:

Monthly \$ _____ BiWeekly \$ _____ Hourly \$ _____

(For Instructional personnel only: Annual \$ _____)

Member returned to work on _____ () Full-Time () Part-Time

Authorized Signature: _____ Position Title: _____

Agency Phone: _____ Date: _____

Leaves of absence claimed under the Florida Retirement System (FRS) (Chapter 121, F. S. and Rule 60S-2.006, F. A. C.)

A Pension Plan member may receive retirement credit for up to 2 years of leaves of absence granted during the member's employment covered by the Florida Retirement System. Subject to the following:

1. The leave of absence must have been authorized in writing by the employer prior to the commencement of the leave of absence. If an emergency occurs requiring the leave of absence to begin prior to obtaining written approval from the employer, the member shall be required to obtain certification from the employer explaining why prior approval could not be granted.
2. The member must return to active employment immediately upon termination of the leave of absence and perform work in a regularly established position for one complete calendar month with an FRS employer. It is the member's responsibility to request the amount due to claim the leave of absence after the leave has terminated and the member has been reemployed by an FRS employer for one calendar month.
3. A member placed on a leave of absence for medical reasons and who retires on disability while on the leave of absence, shall not be required to return to employment in order to be eligible to receive credit for the leave of absence.
4. The member must have completed six years of creditable service. The vesting requirements for FRS members was changed to 6 years of creditable service effective July 1, 2001 for those members who were actively employed on that date. Former members with 6, but less than 10 years of creditable service who were not employed with a participating FRS employer on July 1, 2001, must return to covered employment for one year to become eligible for the six-year vesting provisions.
5. The leave of absence must be subsequent to November 20, 1970, or the member's FRS membership date, whichever is later.
6. The required contributions must be made in accordance with Rule 60S-3.007, F. A. C. Since July 1, 1980, retirement credit for approved leaves of absence may be purchased under the membership class from which it was granted.

Leaves of absence claimed under the Teachers' Retirement System (TRS), s. 238.05(3)(a), F.S.

A member must have membership in the TRS at the time the leave of absence is granted. There is no limit to the number of leaves of absence a member may purchase provided all leaves are granted by the school board or other approving authority prior to the commencement of the leave. The member is not required to return from the leave of absence to be able to purchase the leave. Section 238.05(3)(a), of the Florida Statutes, states in part:

A person who has been granted leave of absence. . . shall make his or her contributions to the retirement system on the basis of his or her last previous annual salary as a teacher, and shall, prior to retirement, pay in full to the system such contributions with accumulated regular interest.