



Request for Sick Leave Sell-Back TRS & SERS Plans 2 & 3 Separations

As a separated employee not drawing a pension from the Department of Retirement Systems (DRS) and not transferring to another school district you may be eligible to sell-back sick leave if you meet the qualifications listed below:

- ✓ Are in TRS or SERS Plan 2 with 15 years of service credit.
- ✓ Are in TRS or SERS Plan 3 with 10 years of service credit.
- ✓ Are 55 years of age or older.

Please complete the form below and return it to Payroll & Benefits prior to January 1 of the calendar year following your last date of employment. If your last day of employment was during the last three months of the calendar year, you have until March 31 of the following year to submit your request.

NOTE: If you are in TRS or PERS Plan 1, this form does not apply to you. If you are in TRS or SERS Plan 2 or 3 AND collecting a retirement benefit, this form does not apply to you.

Please call Payroll & Benefits at 509-354-7333 if you have any questions about this form.

I certify that I am separating employment and am requesting to participate in sick-leave sell-back.

Full Name: _____

Employee ID#: _____

E-Mail: _____

Today's Date: _____

Separation Date: _____

Position: _____

Signature: _____