




April 20, 2010

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 10-04

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood
President 

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE A9.370 – RETIREMENT
SYSTEM CONTRIBUTIONS WHILE ON UNPAID PROFESSIONAL
IMPROVEMENT OR EDUCATIONAL LEAVE

Transmitted herewith is the revised Administrative Procedure A9.370 – Retirement System Contributions While on Unpaid Professional Improvement or Educational Leave. The procedure provides instructions for employees in the contributory or hybrid retirement plan to acquire service credit for the period of unpaid professional improvement or educational leave, pursuant to Section 88-51, Hawai'i Revised Statutes (H.R.S.). The revision also reflects the new interpretation of the Employees' Retirement System regarding employees on professional improvement or sabbatical leave at half-pay (paid at .50 FTE).

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment