

Prepared by the Personnel Management Office.
This replaces Administrative Procedure No. A9.370
dated February 1986.

April 1986

LEAVES

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A9.370 RETIREMENT SYSTEM CONTRIBUTIONS WHILE ON LEAVE

1. Purpose. To prescribe University procedures concerning options available to employees in the contributory retirement plan to participate in the Employees' Retirement System while on certain leaves of absence under Section 88-21 HRS, Definitions.
2. Applicability/Responsibility.
 - a. This instruction applies to all University personnel participating in the contributory retirement system who take a leave of absence at less than full pay for the purposes of professional improvement. The following leaves fall in this category:
 1. Sabbatical leaves at half-pay for BOR and civil service personnel.
 2. Study leaves at one-fourth or one-half pay for faculty.
 3. Professional improvement leaves at less than full pay for APT personnel.
 4. Leave without pay for professional improvement or educational leave without pay, as appropriate.

(Note: Personnel in the noncontributory retirement plan will have their leaves reported through the Notification of Personnel Action, Form SF-5B and the Application for Leave of Absence (UH Form 1 (Pers))).
 - b. Vice Presidents, Chancellors, Associate Vice President, Deans at Manoa, State Director for Vocational Education or their designee (henceforth Administrative Officer) are responsible for issuing appropriate election form to the affected employee.
3. Procedure.

- a. Personnel who receive half-pay or more while on leave do not have an option to suspend contribution while on such leave (Attorney General Opinion). One may increase contribution to the full pay equivalent but one may not reduce contributions.
- b. Each employee who takes a leave with pay for professional improvement described in paragraph 2a above should be offered the opportunity to make contributions to the Employees' Retirement System while on such leave. Should an employee not make an election, retirement contributions will be deducted from the salary in proportion to percentage of pay received during such leave. The election form and instructions are provided in Attachment 1.
- c. Retirement contributions are normally not deducted when the salary received is less than 50% of full rate. Therefore, personnel who go on study leave at one-fourth pay have no deductions made unless an election is made to make full rate contributions. The election form and instruction are provided in Attachment 2.
- d. Personnel in the contributory retirement plan who are on professional improvement leave without pay may elect to continue making contributions to the Employees' Retirement System. The election form, contribution form and instructions are provided in Attachment 3 and 3a.
- e. The Notification of Personnel Action, SF-5B, is to be prepared for all leaves taken in accordance with this procedure by personnel in either the contributory or noncontributory retirement plan and submitted to the Personnel Management Office which will then forward the Retirement System copy as required. If Option 2 is selected while on sabbatical or study leave by personnel in the contributory plan, a copy of the election form is to be stapled to the Payroll copy of the SF-5B. The University Personnel Office will forward the SF-5B payroll copy to the Payroll Office.
- f. An Application for Leave of Absence, UH Form 1 (Pers) is to be prepared for the specific leave being taken and submitted to the Personnel Management Office for batching and forwarding to the Key punch Section, Management Systems Office.

4. Election Forms.

- a. Attachment 1 is a UH Form 30 (PERS), for electing to continue retirement contributions while on sabbatical or professional improvement leave with pay.
- b. Attachment 2 is a UH Form 56 (PERS), to be used for electing to continue retirement contributions while on study leave.
- c. Attachment 3 and 3a are UH Form 31 (PERS) respectively, to be used for making retirement contributions while on leave without pay for professional improvement and educational leave without pay.
- d. Using agencies should reproduce copies of the attachments as required.

UNIVERSITY OF HAWAII

RETIREMENT CONTRIBUTION ELECTION

(Members of Contributory Retirement Plan Only)

While on: (check one)

- Sabbatical leave at half salary (Faculty)
- Paid Professional Improvement Leave at less than full salary (APT & E/M)

In accordance with Section 88-21, HRS, personnel on an approved "Professional improvement leave with or without pay" may elect to contribute to the State Retirement System at the full salary rate for the period of leave.

Personnel going on the type of leaves indicated above are entitled to elect one of the following options:

Option 1. I elect to contribute to the State Retirement System on the basis of the salary I will receive during the period of the leave. I am aware that the death benefit payable under the Retirement System, should death occur during the leave period, will be computed on the salary actually received during the 12-month period prior to death on which retirement contributions were made.

If Option 1 is selected, the completed form is to be filed with the individual's personnel folder in the Office of the Administrative Officer.

Option 2. I elect to contribute to the State Retirement System on the basis of my full salary, as provided by Section 88-21, Hawaii Revised Statutes, although I will be compensated at a lesser rate during the leave period. I am aware that the death benefit, should death occur during the leave period, will be computed on the full-time salary during the 12-month period prior to death on which retirement contributions were made.

If Option 2 is selected, the original of the completed form is to be filed in the individual's personnel folder in the office of the Administrative Officer and a xerox copy is to be stapled to the Payroll copy of the SF-5B and forwarded to the Personnel Management Office.

I have read the above options and elect option _____ (enter option selected). I further understand that the amount of retirement deductions made from my paychecks during the leave period will be determined by the option selected above.

My period of leave will be from _____, 19____
thru _____, 19 ____.

Date: _____

Signature of Employee

Name of Employee _____
 Social Security No. _____
 Department _____

UNIVERSITY OF HAWAII

RETIREMENT CONTRIBUTION ELECTION WHILE ON PROFESSIONAL

(Member of Contributory Retirement Plan Only)

In accordance with Section 88-21, Hawaii Revised Statutes, personnel on "professional improvement leave without pay" may elect to contribute to the State Retirement System for the period of leave without pay. Since personnel on professional improvement leave without pay are not on the University payroll, no payroll deductions can be made to the State Retirement System.

Personnel going on professional improvement leave without pay are required to elect one of the following options:

Option 1. While on professional improvement leave, you are entitled to accrue service credit and retirement benefits if you continue to contribute to the Retirement System. It is recommended that you continue your contributions during your professional improvement leave to insure coverage in the event that death occurs during the leave period. If Option 1 is elected, the Administrative Officer will provide you with a completed UH Form 32 for you to sign and to direct payments to the State Retirement System. (Note: Make check payable to the Employees' Retirement System.)

Option 2. If you do not desire to make any contributions during your professional improvement leave, only this form needs to be completed. (Note: Normal death benefits are not payable during a period when contributions are not made to the Retirement System.) You may purchase service credit upon your return to duty. Service credit purchase made within 90 days after return to duty will be computed on your regular salary rate in effect at the time the leave started; if purchase is made after 90 days from return to duty, service credit cost will be based on salary at the time of application for purchase of service credit. For information concerning the purchase of service credit under Option 2, please write to the State Retirement System.

I have read the above options and elect option _____ (enter option selected). My period of professional improvement leave will be from _____, 19____ thru _____, 19 ____.

Date: _____
Signature of Employee

Name of Employee _____
Social Security No. _____
Department _____

UNIVERSITY OF HAWAI'I

RETIREMENT CONTRIBUTION ELECTION WHILE ON STUDY LEAVE

IMPROVEMENT LEAVE WITHOUT PAY

(Members of Contributory Retirement Plan Only)

In accordance with Section 88-21, Hawaii Revised Statutes, personnel on "professional improvement leave without pay" may elect to contribute to the State Retirement System for the period of leave without pay.

Personnel going on professional improvement leave without pay are required to elect one of the following options:

Option 1. Half-Pay. I elect to contribute to the State Retirement System on the basis of one-half salary during the period of the study leave. I am aware that the death benefit payable under the Retirement System, should death occur during the study leave period, will be computed on the salary actually received during the 12-month period prior to death on which retirement contributions were made.

One-Fourth Pay. I understand that if my salary is less than one-half of regular salary during the leave period, no retirement contributions will be deducted and only my contributions to the Retirement System will be returned to my beneficiary in event death should occur during the leave.

If Option 1 is selected, the completed form is to be filed in the individual's personnel folder in the office of the Administrative Officer.

Option 2. I elect to contribute to the State Retirement System on the basis of my full salary, although I will be compensated at a lesser rate during the study leave period, as provided by Section 88-21, Hawaii Revised Statutes. I am aware that the death benefit, should death occur during the study leave period, will be computed on full-time salary during the 12-month period prior to death on which retirement contributions were made.

If Option 2 is selected, the original of the completed form is to be filed in the individual's personnel folder in the Office of the Administrative Officer and a xerox copy is to be stapled to the Payroll Copy of the SF-5B and forwarded to the Personnel Management Office.

I have read the above options and elect option _____ (enter option selected). I further understand that the amount of retirement deductions made from my paycheck during the study leave period will be determined by the option selected above.

My period of professional improvement leave will be from _____, 19____
thru _____, 19 ____.

Date: _____

Signature of Employee

Name of Employee _____
Social Security No. _____
Department _____

Social Security Number (1)	Last Name, First Name, Middle Initial (2)
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TO: Employees' Retirement System State of Hawaii 888 Mililani Street Honolulu, Hawaii	\$ (3) Monthly Salary
	\$ (4) Regular Retirement
	\$ (5) Post Retirement

The enclosed check in the amount of \$ (6) is my retirement payment for the month of (7), 19____, while I am on professional improvement leave from the University of Hawaii. My period of professional improvement leave without pay will be from (8)____, 19____, through _____, 19____.

(9) Date	(10) Signature	UH 32 (4/72)
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THIS FORM APPLIES TO PERSONNEL IN THE CONTRIBUTORY RETIREMENT PLAN ONLY

1. Enter Social Security Number.
2. Enter last name, first and middle initial as it appears on the SF-5 or SF-5B.
3. Enter monthly salary at time of leave.
4. Enter regular retirement (6.00% of monthly salary).
5. Enter post retirement (1.8% of monthly salary).
6. Enter total of lines 4 and 5.
7. Enter month and year. One card for each month must be prepared for the period of leave.
8. Enter entire period of leave.
9. Enter date.
10. Employee's signature.

Additional Instructions

- . Checks are to be made out to the Employees' Retirement System.
- . Form UH 32 and the accompanying check are to be submitted directly to ERS by the individual on leave no later than the last workday of the month prior to the month for which the contribution is being made.
- . Payments may be made each month of the leave (UH Form 32 and check) or by a lump sum covering the period of professional improvement leave without pay.