

University of Hawai'i

Retirement Contribution Election While on Professional Improvement or Educational Leave without Pay (Members of Contributory and Hybrid Retirement Plans Only)

In accordance with Section 88-51, Hawaii Revised Statutes, eligible employees on professional improvement or educational leave without pay may elect to make contributions to the State Employees' Retirement System (ERS) at the full-salary rate for the period of leave. (Attachment 1)

1. Upon return to work or a later date prior to separation, the Personnel Representative shall submit a cover letter (Attachment 2) and the Payroll Notification Form (PNF) reflecting the professional improvement or educational leave to the ERS. The ERS will issue the Purchase of Service Credit Form (EC&B 26) which will allow the employee to select an option to purchase service credit by "Lump Sum Payment" or "Payroll Deductions."
 - a. Should an employee elect to purchase service credit by "Lump Sum Payment," payment must be received prior to separation. Payment may be made in the form of a personal check or from funds transferred from an University's 403(b) Tax Deferred Annuity Program or State's 457 Deferred Compensation Plan.
 - b. Should an employee elect to purchase service credit by "Payroll Deductions," contributions will be based on the monthly salary of the time of the leave and the retirement contribution rate. The total amount paid will be in addition to the normal required contributions to the ERS. The ERS will prepare the required forms and forward to the employee. Deductions will start approximately one month after the ERS receives the signed documents. The deduction period shall not exceed 60 months. All payment must be received by ERS prior to separation of service.
2. Completed UH Form 94 shall be keep for your records.

University of Hawai'i

**Retirement Contribution Election
While on Professional Improvement or Educational Leave without Pay
(Members of Contributory or Hybrid Retirement Plan Only)**

Name: _____

Address: _____

Job Title: _____ Work Phone No.: _____

Department/Division: _____ Home Phone No.: _____

I hereby acknowledge I elect to make contributions to the State Employees' Retirement System (ERS) at the full-salary rate for the period of my Professional Improvement or Educational Leave without Pay.

The period of my Professional Improvement or Educational Leave without Pay was from
_____, 20__ thru _____, 20__.

Signature of Employee

Date

Cover Letter

To: State of Hawaii Employees' Retirement System

From: (Name of Personnel Representative), Title,
University of Hawai'i, College/School

Subject: Request to Purchase Service Credit

Employee's Name: _____

Duration of leave: From _____ to _____

Reason for leave of absence (check one):

_____ Professional Improvement or Educational Leave without Pay

_____ Workers' Compensation Disability (66 2/3% of weekly wages only)

The employee has returned from leave and has elected to purchase service credit for the period of the above leave. Please prepare and forward the Purchase of Service Credit Form (EC&B 26 or EC&B 122) to the employee.

Signature of Personnel Representative

Date

Attachment: PNF