

**University of Hawai'i**  
**Retirement Contribution Election**  
**While on Workers' Compensation Disability Benefits**  
**For Supplemental Lost Wages Portion (33 1/3% of weekly wages)**  
**(Members of Contributory and Hybrid Retirement Plans Only)**

In accordance with Section 88-51, Hawaii Revised Statutes, eligible employees on workers' compensation disability benefits, who are not supplementing the lost wages portion with paid leave, may elect to make contributions to the State Employees' Retirement System (ERS). (Attachment 1)

1. Should an employee elect to make contributions for supplemental lost wages portion while on leave, the employee shall notify the ERS directly. 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.
2. Should an employee elect to make contributions upon return to work, the Personnel Representative shall submit a cover letter (Attachment 2), copy of the UH Form 95, Retirement Contribution Election While on Workers' Compensation Disability Benefits (Attachment 1) and the Payroll Notification Form (PNF) to the ERS within 30 days from the employee's return to duty. 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 made to the ERS within 60 days from the date of notice. Otherwise, the payment amount will be recalculated based on the employee's current salary. Payment may be made in the form of a personal check or from funds transferred from a Tax Sheltered Annuity.
  - b. Should an employee elect to purchase service credit by "Payroll Deductions," contributions will be based on the actual monthly salary and the retirement contribution rate. The total amount paid will depend upon any salary changes within the period of purchase and 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.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Home Phone No.: \_\_\_\_\_

I hereby acknowledge that I have elected to (check one):

\_\_\_\_\_ Make retirement contributions for supplemental lost wages portion  
(33 1/3% of weekly wages) while on leave. I will notify the ERS directly.

\_\_\_\_\_ Not make any retirement contributions while on leave for the supplemental  
lost wages portion (33 1/3% of weekly wages) and will purchase service  
credit upon my return to work.

The anticipated period of my Workers' Compensation Disability is 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/Sabbatical Leave/Study Leave with Half-Pay

\_\_\_\_\_ 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) to the employee.

\_\_\_\_\_  
Signature of Personnel Representative

\_\_\_\_\_  
Date

Attachment: PNF  
Retirement Contribution Election Form (UH Form 95)