

## Reimbursement of Accumulated Leave Upon Retirement

### DEC (Local)

Unused leave days such as local, state, and personal days will be paid at a rate of \$100.00 per day, not to exceed a maximum of eighty (80) days in total upon retirement to those who qualify.

The following qualifying guidelines shall apply:

1. An eligible employee is defined as one who is eligible to retire and receive a standard annuity that is not reduced for early retirement under the TRS Program. If an employee meets the criteria to retire under TRS and another state system, and elects the other retirement system, the employee is eligible for reimbursement of earned accumulated leave upon retirement.
2. The employee's separation from employment is voluntary, *i.e.*, the employee is retiring and is not being discharged, terminated, or non-renewed.
3. The employee retires at the end of the school year (for instructional related staff), unless required to retire due to medical necessity as detailed below.
4. Instructional and/or contract employees must complete their contract and provide written notification of retirement to their supervisor and the Deputy Superintendent by the last Friday in April of the given year and use 5 or fewer leave days between that date and the end of their contract, unless otherwise approved by their supervisor and the Deputy Superintendent.
5. Non-instructional and/or non-contract employees must provide written notification of retirement to their supervisor and the Deputy Superintendent at least three months prior to their retirement date and use 5 or fewer leave days between that date and the date of their retirement, unless otherwise approved by their supervisor and the Deputy Superintendent.
6. Maximum benefits shall only be paid to employees who have been employed by the District for ten (10) years prior to retirement. Employees who have been employed five to nine years may draw 50 percent to 90 percent of the maximum benefit, respectively.
7. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee
8. If an employee dies after he or she becomes eligible for payment for leave upon retirement, the District shall provide the payment to the beneficiary listed on the employee's life insurance policy provided by the District. If no beneficiary is named, payment shall be made to the designated representative of the employee's estate.
9. Those employed by La Vega ISD prior to July 1, 2023 are grandfathered into a hybrid model that will pay \$25 for all days above eighty (80) with no limit.
10. An eligible employee who has not completed a full academic year as identified by the current school calendar or completed his or her annual work calendar because of medical conditions certified in writing by a physician shall be paid for his or her accumulated leave balance.