



State Teachers' Retirement System  
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Sacramento, CA 95851-0275

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**EMPLOYMENT TERMINATION AND SICK LEAVE REPORT**  
SR 0554 (Rev. 12/96)

USE SR-0559 TO REPORT SUBSEQUENT CORRECTIONS

Please return original to the above address.

Social Security Number		Date (m/d/y)
Member Name (Last, First, Initial)		Birthdate (m/d/y)
County/District	Contact name/phone	Return by (m/d/y)
Benefit Type	<input type="checkbox"/> Service Retirement	Retirement Date (m/d/y)
	<input type="checkbox"/> Death	Date of Death (m/d/y)
	<input type="checkbox"/> Disability Allowance to Service Retirement	Retirement Date (m/d/y)

**FOR EMPLOYER USE ONLY**

Read instructions provided on reverse side before completing this form. Complete the following employment information concerning the above named member. Please type or print legibly in black ink.

Employment Termination Date (m/d/y)	Last Day of Compensation (m/d/y)	Retirement Date (m/d/y)		
Leave Type/Dates	<input type="checkbox"/> Sick Leave <input type="checkbox"/> Differential Pay	<input type="checkbox"/> Other Paid Leave <input type="checkbox"/> Unpaid Leave	Leave Begin Date	Leave End Date
<input type="checkbox"/> <u>One year final compensation</u> I certify pursuant to the district bargaining agreement that the present value payment for one year final compensation will be made to STRS within 30 days of receipt of billing for the above captioned member.				
<input type="checkbox"/> <u>Final compensation salary reduction</u> I certify that because of a reduction in school funds, the above member's salary was reduced during the following school year(s) ___/ ___. This member is eligible to use any three non-consecutive years for final compensation.				
<u>Unused sick leave report / excess sick leave billing</u> Enter days only; do not enter hours. If the employee has no accumulated and unused sick leave days, enter zero "0." If excess sick leave days were accumulated and unused, complete the present value calculation as instructed on the reverse side and submit amount equal to the present value to STRS within 30 days following the retirement date. Have the form signed by the Superintendent or authorized Deputy.				
Accumulated Unused Sick Leave Days	Unused Excess Sick Leave Days	Contract Base Service Days		
If excess sick leave days were unused, complete the present value calculation below.				
Unused Excess Sick Leave Days	Contract Base Service Days	Prior Year Earnable	Present Value Factor	Present Value
	÷	X	X	=
<b>Certification</b> I certify that the above information is true and correct to the best of my knowledge and is in accordance with the California Education Code.				
Signature (Superintendent or Authorized Deputy)		Official Title	Date (m/d/y)	

## INSTRUCTIONS FOR EMPLOYMENT TERMINATION AND SICK LEAVE REPORT

Please print using a black ink pen or use a typewriter. Do not erase; erasures are unacceptable and will void this report. If you make a mistake, obtain a new form or line through the error.

Make your correction and initial the correction. Complete all dates using numeric designations.

**EMPLOYMENT TERMINATION DATE:** Please enter the last day employee was required to be on duty or that employee was on a paid leave. The Employee Termination Date should be earlier than the Retirement Date.

**LAST DAY OF COMPENSATION:** Please enter last day of credited service. If on a leave of absence, enter the actual last day for which pay was received including differential pay.

**RETIREMENT DATE:** Enter the date that the employee will begin their retired life. This date must be later than the last day of compensation.

**LEAVE BEGINNING AND LEAVE ENDING DATES, LEAVE TYPE:** If on a leave of absence after the last day of work (the actual last day of duty), check the appropriate box and enter leave of absence beginning and ending dates.

**ONE YEAR FINAL COMPENSATION:** Check the box if the highest annual compensation earned by the member during any period of 12 consecutive months will be used. The District must have collective bargaining agreement on file at STRS and the employee must meet eligibility requirements. Please refer to the most recent Administrative Directive re: One Year Final Compensation for more information.

**FINAL COMPENSATION SALARY REDUCTION:** Check the box if the member has received a salary reduction due to a reduction in school funds and is eligible to use any 3 non-consecutive years for final compensation.

**ACCUMULATED UNUSED SICK LEAVE DAYS:** Enter the number of unused sick leave days the member will have as of the last day of paid service.

*Note:* It is illegal for a school district to pay a retiring certificated school employee for accumulated sick leave (California Attorney General Opinion CB 74/201).

**UNUSED EXCESS SICK LEAVE:** Enter the number of excess sick leave days which have been granted by the employer but not used by the member. Excess Sick Leave is sick leave which is granted by the employer which exceeds one day of sick leave per pay period of at least four weeks.

**CONTRACT BASE SERVICE DAYS (final year):** To determine Base Service Days, subtract the number of school and legal holidays from the Full-Time Equivalent (FTE), if they are included in the FTE. In no event shall the base service days be less than 175. Base service days for Administrators will include vacation days.

Full-Time Equivalent (FTE) is the number of days that a person would be required to work in that position for the school year if employed full-time. Full-Time Equivalent may include school and legal holidays.

**PRESENT VALUE:** Determine Present Value calculation of unused excess sick leave days as follows:

- a) Enter "Unused Excess Sick Leave Days" granted by the employer after June 30, 1986.
- b) Enter "Contract Base Service Days" (not less than 175 days).
- c) Enter "Prior Year Earnable", which is the annual full-time earnable salary for the most recent school year in which service credit was earned preceding the last school year in which service credit was earned prior to termination of employment.
- d) Enter the "Present Value Factor". Please refer to the latest Administrative Directive on Rate Changes to determine the current Present Value Factor.
- e) The "Present Value" on the effective date shall be calculated according to the following formula:

Present Value Calculation = "Unused Excess Sick Leave Days" divided by "Contract Base Service Days" multiplied by "Prior Year Earnable" multiplied by "Present Value Factor".

**Note:** The Employment Termination and Sick Leave Report and the Present Value payment of unused excess sick leave days, if any, is due 30 days from the effective date of retirement or from the date the System has notified the employer that a certification is needed, whichever is later. If the Present Value payment is not made until after the 30 days has elapsed, additional regular interest is due on the Present Value from the date of retirement to the date of payment at regular interest rate in effect on member's retirement date.

**EMPLOYER CERTIFICATION:** Signature of County or District Superintendent of Schools or Authorized Deputy.