SICK-LEAVE REIMBURSEMENT FOR FACULTY RETIRING

TO BE COMPLETED BY COLLEGE OFFICE:

Name		BGSU Employee ID	
College		Date of Hire	
Department		Date of Retirement	
Sick Leave Balance (days)		Years of State Service	

Sick-Leave Reimbursement Policy: Upon retiring from active service (as defined by the retirement plan selected) with the university after ten (10) or more years of service with the State or any of its political subdivisions, a Bargaining Unit Faculty Member may elect to be paid for one-fourth (1/4) of his/her accrued but unused sick leave balance up to a maximum of 30 days (240 hours). This payment will be based upon the Bargaining Unit Faculty Member's rate of pay at the time of retirement (CBA, Article 21, Section 8.9).

Salary: _____ ___ **9-month** ___**F09** ___**F12** (**9-month faculty**: Divide salary by 198 and multiply by one-fourth the days of accrued sick leave. Maximum payment is 30 days)

Reimbursement: _____ ___ **12-month** (**12-month faculty**: Divide salary by 260 days and multiply by one-fourth the days of accrued sick leave. Maximum payment is 30 days)

I hereby certify that the above named faculty member has accrued the minimum balances of state service and unused sick leave to be eligible for reimbursement under Bowling Green State University policy for retiring faculty.

_____

Signature of Dean or authorized designee **Date**

TO BE COMPLETED BY RETIRING FACULTY MEMBER:

A lump sum payment (minus taxes) will automatically be made on the first payroll date following last pay date of contract.

Compensation may be deferred by enrolling in or updating deduction into the 403b or 457. You can defer any portion of your payout into a 403(b) and/or 457 up to the IRS annual limit. To facilitate the deferral of your leave payout into a 403b, please login to Retirement@Work and enter the amount of your payout for the pay period in which you will receive it. This information can be obtained from the BGSU Payroll Department. The changes must be made **before** the required cut-off date that corresponds with the final pay date. *This cut-off date is located within the Retirement@Work system for each pay period*.

To facilitate the deferral of your leave payout into the 457, please contact Ohio Deferred Compensation for direct assistance.

Please note: It is important to make sure you complete all necessary steps prior to the required deadline in order to facilitate the deferral. If the deadline is missed, your leave bank payout will be processed by payroll without the deferral, making the entire amount taxable income. Retroactive deferral elections cannot be made.

I hereby certify that the above information accurately represents my current sick-leave balance. I understand that according to section 124.39 of the Ohio Revised Code, payment for unused sick leave upon retirement will eliminate all sick leave credit accrued at that time and shall be made only once to any employee. A Bargaining Unit Faculty Member who becomes employed with the University after retirement from another state agency or from BGSU may accrue and use sick leave while working for the University, however, will not receive a cash payout for unused sick leave at the time of any subsequent separation of service.

_____

Signature of faculty member **Date**

TO BE COMPLETED BY PROVOST'S OFFICE

Payment of $_____to be deposited on _____ Approved by: _____

Academic Affairs Director of Budgeting

Copy: Faculty File, Human Resources, Payroll Office

Provost/SVPAA: 03/21/2023