

EMPLOYER CERTIFICATION OF ACCUMULATED SICK LEAVE ELIGIBLE FOR CONVERSION TO SERVICE CREDIT

VIRGINIA RETIREMENT SYSTEM
P.O. Box 2500
Richmond, Virginia 23218-2500
Toll Free 1-888-VARETIR (827-3847)
Fax 804-786-9718
www.varetire.org

1. Employer Code
2. Employer Name
3. Social Security Number

Complete this form and submit to VRS with the employee's Application for Service Retirement (VRS-5). The employee may elect to use all or only a portion of the accumulated gross sick leave to purchase service credit. To be eligible for this purchase, the employee:

- Must have five years of service;
- Must be eligible to receive a payment of accrued sick leave at termination of employment;
- Does *not* participate in the Virginia Sickness and Disability Program (State employees only);
- Must purchase the service at the time of retirement; and
- Must start receiving a VRS retirement benefit immediately upon terminating covered employment. The retirement date cannot be deferred.

PART A. EMPLOYEE INFORMATION (Please print or type)

4. Name (First) (Middle Initial) (Last) (Jr./Sr.)			
5. Birth Date		6. Retirement Date	
7. Reportable Annual Salary \$	8. Actual Months to Purchase	9. Amount Due VRS \$	
<p>10. Employee Certification</p> <p>I am requesting my employer submit payment directly to VRS for the service credit I wish to purchase using my accumulated sick leave payment as provided by law. I have discussed this purchase of service option with my benefits administrator prior to completing this form.</p>			
<hr style="border: none; border-top: 1px solid black;"/> Employee Signature			<hr style="border: none; border-top: 1px solid black;"/> Date

PART B. EMPLOYER CERTIFICATION

<p>I hereby certify that this employee is eligible by law for the purchase of service credit using money paid by the employer for accumulated sick leave on the effective date of retirement. I certify that I have advised the employee that the payment of the retirement benefit may be delayed until this purchase transaction has been forwarded to VRS and processed. I further certify that the employer payment is from funds due the employee for accumulated sick leave.</p>		
<hr style="border: none; border-top: 1px solid black;"/> Human Resources Officer/Payroll Officer Signature	<hr style="border: none; border-top: 1px solid black;"/> Phone Number	<hr style="border: none; border-top: 1px solid black;"/> Date

The employer submits payment to VRS by check made payable to the "Treasurer of Virginia—VRS" as part of the monthly reporting process. State agencies using CIPPs make payment through an IAT. An authorized Human Resources Officer or Payroll Officer must complete the Employer Certification.

If the employer deducts taxes from the accumulated sick leave balance prior to determining payment to the employee, the employee can contribute the difference in a supplemental payment. The supplemental payment must be made to the employer, who must submit the full payment to VRS for the purchase. The purchase of service credit with accumulated sick leave cannot be posted to the employee's record until VRS receives the retirement application.

