

In order to comply with State statutes and rules to process an employee's retirement account, MainePERS needs employers to supply information regarding each retiring employee's termination, leave accruals and earnings.

These instructions are provided to assist you in completing the Vacation and Sick Leave Reporting Form for PLD Members. To be sure that you have the most up-to-date instructions, visit our Web site at www.mainebers.org, visit the Employer section and click on the "Employer Forms" link under the heading of "Forms" and select form #CL-0051a. Instructions can also be requested by contacting MainePERS at the numbers above.

The Vacation/Sick Leave form will be sent to you by MainePERS when a member of MainePERS whose final MainePERS -covered employment was as an employee of your agency or district. If you need further assistance completing this form, we encourage you to call MainePERS.

TERMINATION INFORMATION

1. Termination Date: Typically, this is the individual's last day of work. Exceptions would be someone who takes a vacation immediately prior to terminating their position.

FINAL PAY INFORMATION

2. Number of hours prescribed for full-time employees in this employee classification: List the number of hours a full-time employee in this classification is expected to work per year.
Example: 2080/Year
3. Number of hours this employee worked: List the number of hours this employee normally worked per day or per week (whichever applies).
4. Employee's rate of pay: List the employee's hourly rate of pay.
5. Date of final monthly payroll report on which member appears: List the **month** and year of the report on which the retiree's earnings last appear, not the date it will be submitted.
6. Regular Earnings: List the number of hours paid and reported on the **final** monthly report and the coinciding earnings. **Do not** include overtime pay on this line (see line 7).
7. Overtime Earnings: List the number of **overtime** hours paid and reported on the **final** monthly report and the coinciding earnings.
8. Unused vacation pay: List any and all payments made to this employee at termination/retirement for vacation leave that was available to him/her but that s/he did not use prior to terminating employment. **Do not** include pay for vacation leave taken/used by the employee (include that in #6 - Regular Earnings). **Do** include payment from which no MainePERS contributions were withheld.
9. Unused sick leave pay: List any and all payments made to this employee at termination/retirement for sick leave that was available to him/her but that s/he did not use prior to terminating employment. **Do not** include pay for sick leave taken/used by the employee (include that in #6 - Regular Earnings) **or** payment made from a sick leave bank. **Do** include payment from which no MainePERS contributions were withheld.

10. Other Pay: List any payment included in the amount reported on the **final** monthly payroll report that is not included in #s 6-9, above. Provide a brief description of the payment (e.g. Stipend or Longevity).
11. **TOTAL EARNINGS REPORTED**: List the total earnings reported on the **final** monthly payroll report. Note: This amount should be the sum of lines 6-10. If the sum of lines 6-10 does not equal the earnings reported on the **final** payroll report, please write an explanation of the difference either on the form or on a separate sheet (and attach the sheet to the form).

LEAVE INFORMATION

If your PLD is Consolidated, or if your PLD is not Consolidated and it has adopted 5 MRSA Section 18356, then a maximum of 90 days accrued vacation or sick leave, or a combination of both, for which the member does not receive payment can be credited towards that member's creditable service.

12. Total accrued, unused vacation balance not paid: List the amount of vacation leave the employee had available to him/her **after** any payment made in #8 above (but not including any leave time actually taken prior to the date of termination).
13. Total accrued, unused sick leave balance not paid: List the amount of sick leave the employee had available to him/her **after** any payment made in #9 above (but not including any leave time actually taken prior to the date of termination).

DISABILITY RETIREES ONLY

NOTE: The information in this section is only required for employees who have been approved for an MAINEPERS disability retirement benefit. If the "Reason for this Report" at the top of the form is **not** "Disability Retirement", leave this section of the form blank. **If you have questions about the information to enter in this section, contact the MainePERS Disability Department.**

14. Last Day in Pay Status: This date only needs to be provided when the "Reason for this Report" at the top of the form is checked "Disability Retirement." This date is often needed to help determine the effective date of a member's Disability Retirement and should be the last date the employee worked or used their own leave (sick or vacation) time. **DO NOT** list a date when the member was paid from a sick leave bank. Sick leave bank pay is not earnable compensation, is not subject to MainePERS withholding and is not used towards MainePERS retirement benefits. **If you have questions about the date to enter on this line, contact the MainePERS Disability Department.**
15. Number of weeks this employee worked per year: List the number of weeks this employee was expected to work per year. **Example:** 52/Yr.

CERTIFYING SIGNATURE

This form should be signed by the individual completing the form. Please note that the certifying official who signs this form cannot be the employee.

If you have **any** questions regarding this form, please contact the MainePERS Participating Local District (PLD) Unit.