

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 State Members. To be sure that you have the most up-to-date instructions, visit our web site at www.maineopers.org, visit the Employer section and click on the "Employer Forms" link under the heading of "Forms" and select form #CL-0052a. Instructions can also be requested by calling 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 prior to retirement was as an employee of your agency or district. If you need further assistance completing this form, we encourage you to contact 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 or someone who chooses a termination date that is not their last day of work. (e.g.: A teacher in a State Institution under contract through August 31st whose last work day was in June but chooses a termination date in July or August in order to be considered the next year older for age-reduction purposes.)

FINAL PAY INFORMATION

Please Note: You may attach a copy of the Report 10 or other similar detailed payroll report for the employee's final pay instead of completing this section of the form. Any form submitted in place of the final pay information section must include the following:

- ✓ A breakdown of all earnings subject to MainePERS withholding paid to the employee at the point of termination.
 - ✓ The employee's rate(s) of pay.
 - ✓ An accounting of any deductions made from employee's regular pay for reimbursement to the employer (e.g. recuperation of a portion of the monthly telephone/clothing allowance).
2. Date of final payroll report on which member appears: List the date of the report on which the retiree's earnings last appear, not the date it will be submitted. For bi-weekly reporting, the report date will be the same as the check (pay) date. For monthly reporting, the report date will be the month and year of the final report on which this employee appears.

3. Regular Earnings: List the number of days or hours paid and reported on the **final** payroll report and the coinciding earnings. Check the appropriate box to indicate whether the number listed indicates days or hours worked. **Do not** include overtime pay on this line (see line 4). **Do** include longevity pay and shift differential pay on this line.
4. Overtime Earnings: List the number of **overtime** days or hours paid and reported on the **final** payroll report and the coinciding earnings. Check the appropriate box to indicate whether the number listed indicates days or hours worked.
5. Comp. Time: List any compensating time paid to the employee at termination **that had MainePERS contributions withheld**. (Note: Comp. Time paid in a lump sum is **not** earnable compensation and should not be subject to MainePERS withholding. If contributions are withheld from non-earnable compensation, MainePERS will return them to the employee as having been taken in error.)
6. Other Pay: List any payment included in the amount reported on the **final** payroll report that is not included in #s 3-5, above. Provide a brief description of the payment (e.g. "Call-In Pay" Note: Call-In pay is **not** earnable compensation and should not be subject to MainePERS withholding. If contributions are withheld from non-earnable compensation, MainePERS will return them to the employee as having been taken in error.)
7. 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 #3 - Regular Earnings) **or** donated time. **Do** include payment from which no MainePERS contributions were withheld.
8. Unused sick leave pay: (Court Employees Only) 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 #3 - Regular Earnings) **or** payment made from a sick leave bank. **Do** include payment from which no MainePERS contributions were withheld.
9. **TOTAL EARNINGS REPORTED**: List the total earnings reported on the **final** payroll report. Note: This amount should be the sum of lines 3-8. If the sum of lines 3-8 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).

UNUSED/UNPAID LEAVE INFORMATION

10. 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 #7 above (but not including any leave days actually taken prior to the date of termination).

Check the appropriate box to indicate whether the leave is listed in hours or days.

11. 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 #8 above (but not including any leave days actually taken prior to the date of termination).

Check the appropriate box to indicate whether the leave is listed in hours or days.

12. Lapsed sick leave balance: List the amount of lapsed sick leave the employee had at termination/retirement.

Check the appropriate box to indicate whether the leave is listed in hours or days.

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.**

13. Last Day in Pay Status: 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 or donated time. Sick leave bank or donated time pay is not earnable compensation, is not subject to MainePERS withholding, and is not used towards MainePERS retirement benefits.

14. Number of hours prescribed for full-time employees in this employee classification: List the number of hours prescribed for a full-time employee in this classification.

Example: 2080/year

15. Number of hours **this employee** worked: List the number of hours this employee normally worked per day or per week (whichever applies).

CERTIFYING SIGNATURE

This form should be signed by the individual completing the form. Note: The certifying official who signs this form cannot be the employee. Please provide both the phone number and e-mail address for the certifying official as requested.

If you have **any** questions regarding this form, contact the MainePERS State Unit.