

KYRENE SCHOOL DISTRICT – SUPPORT EMPLOYEES
PAYMENT OF FORFEITED ACA PRIOR TO RETIREMENT WITH ASRS

Per the *Meet and Confer Document*, employees may forfeit all Authorized Compensatory Absence (ACA) earned during the final one or two years of employment prior to retirement with the Arizona State Retirement System (ASRS) at the entry rate of the employee's classification level.

The contract amount for the final one or two years will reflect payment for the annual amount of ACA forfeited during those years. Please note that the payment for these days will be considered as a lump sum payment, not salary, by ASRS. The following conditions apply:

1. Employees must submit notification of the intent to retire to Human Resource Services two years hence or one year hence, no later than February 15 of the contract year preceding the start of the two (2) year period or the start of the one (1) year period, whichever the employee has elected.
2. Employees must retire at the end of the one (1) or two (2) year period. This action may not be rescinded.
3. Employees must be retiring with ASRS.

PLEASE SUBMIT THIS FORM TO HUMAN RESOURCE SERVICES AS NOTIFICATION OF YOUR INTENT:

_____ I choose to cash out ACA in the final two (2) years of employment (add to salary).
(initial) (Employee must have an ACA balance in excess of 24 days/192 hours at the beginning of the two (2) year period.)

_____ I choose to cash out ACA in the final one (1) year of employment (add to salary).
(initial) (Employee must have an ACA balance in excess of 12 days/96 hours at the beginning of the one (1) year period.)

I further acknowledge that if I opt for this benefit, I must terminate after the end of the one or two year period elected, and that once the final one or two year period begins, I may not rescind this agreement. _____

(initial)

I agree that I will only be eligible for those benefits in effect during the current school year as defined in the Support Meet and Confer Document. Should benefits change between now and my actual retirement date, those in effect as of this date will apply.

Print Employee's Name

Employee ID #

Employee's Signature

Date