



# Spring Branch Independent School District

## Human Resources

955 Campbell Road, Houston, TX 77024  
(713) 464-1511

### Request for Payment of Accrued Local Sick Leave

To: Spring Branch ISD Human Resources

From (Employee Name): \_\_\_\_\_

Date: \_\_\_\_\_

Retirement Month and Year: \_\_\_\_\_

I hereby request payment for my accrued local sick leave. My application for retirement is being processed under the State Retirement System with an effective date of \_\_\_\_\_, at which time I will be \_\_\_\_\_ years of age and have \_\_\_\_\_ years of continuous service with Spring Branch ISD.

I have read the Spring Branch ISD Board Policy on local leave reimbursement at retirement and understand that the number of continuous years of service at Spring Branch ISD, my age at retirement, and my salary during the last ten years of continuous employment at Spring Branch ISD are all factors which will influence the amount of my accrued local sick leave payout.

I understand that according to District policy, if I am age 55 or older at the time of my retirement and have accumulated local sick leave of \$5,000 or more, my payout will be made in the form of a contribution to my 457 account. If I am under age 55 at the time of my retirement or have accumulated local sick leave of less than \$5,000, I will receive my local leave payout in cash.

*Reimbursement for accrued local sick leave is processed on your final paycheck from Spring Branch ISD, unless indicated otherwise. Please indicate if you would like your payout to be processed on your final paycheck, or if you prefer your payout at a later time. If you would like to receive your payout at a date other than your last paycheck, please indicate the month and year in which you would like your payout to be processed. Payout cannot be made before your final paycheck, and must be made no later than eight months after your date of retirement.*

I want my payout to be processed on my final paycheck date.

I want my payout to be delayed until \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Date

Please complete and return this form to Marisol Rosales in the SBISD Human Resources Department  
Phone and Fax: 713.251.2377

## LOCAL LEAVE REIMBURSEMENT AT RETIREMENT – BOARD POLICY (DEC LOCAL)

An employee who is eligible to retire under the state retirement system, who selects the retirement system annuity options available, and who has been employed by the District for a continuous period of five years at the time of retirement shall be reimbursed for each day of unused local sick leave at a rate based on a percentage of the employee's average salary over the ten continuous years preceding retirement. For eligible employees retiring with fewer than ten years of continuous service, the rate shall be calculated on a ten-year average, with a salary of zero used for each year of service short of ten years. Salary for this calculation shall include base salary plus position pay and career ladder as approved in the District's salary schedule. The percentage of salary reimbursed may vary with the employee's age and years of service. The maximum number of days eligible for reimbursement shall be 120 days for employees in positions normally requiring 12 months of service, 110 days for employees in positions normally requiring 11 months of service, and 100 days for employees in positions normally requiring ten months of service. The following chart shall determine rates of reimbursement:

Years of Service at SBISD	Age	Percent of Salary Service Reimbursed
30	50+	100
20–29	50+	90
10–19	50+	80
5-9	50+	70

Reimbursement for unused local sick leave shall be made no later than eight months after the date of retirement. An employee may request earlier payment by written request submitted to the Superintendent.

Beginning May 1, 2002, the District shall make such reimbursements in the form of contributions to retirement plans established under Internal Revenue Code Sections 457(b) and/or 403(b). Such contributions shall be nonelective. Employees who qualify to receive reimbursement through retirement plans shall have no discretion to receive such contributions in cash.

Reimbursements shall be made in accordance with the rules listed below.

1. Amounts of less than \$5,000 shall be paid in cash. Amounts of \$5,000 or more shall be paid as contributions to the retirement plans.
2. Employees under age 55 shall receive reimbursement in cash. Employees age 55 or older who are entitled to reimbursements of \$5,000 or more shall receive reimbursements in the form of contributions to the retirement plans.
3. If reimbursement is in the form of a contribution to the retirement plans under this policy, then such contribution shall be contributed first to the 457(b) plan. If the amount of the reimbursement exceeds the federal contribution limit applicable to the 457(b) plan, then the amount in excess of the limit shall be contributed to the 403(b) plan. If the amount of the reimbursement exceeds the federal contribution limit applicable to the 403(b) plan for the plan year in which the contribution is made, then the amount in excess of the limit shall be contributed to the 403(b) plan under a postretirement arrangement for up to five years following the date of the employee's retirement, as provided by federal tax law. In the event that the reimbursement amount exceeds all limits applicable to the 457(b) and 403(b) plans, then any amount in excess of these limits shall be paid to the employee in cash.

## Instructions for Setting Up and Withdrawing From Your 457 Account

### How do I set up a 457 account in order to receive my local leave payout?

If you have accumulated local sick leave of \$5,000 or more and you are age 55 or older at the time of your retirement, set up a 457 account with one of the approved vendors to receive your payout. **We recommend beginning this process as soon as possible so that you will have access to your money as soon as possible after your last paycheck.** If you already have a 457 account set up, you do not need to set up another one. *Keep in mind that the District's Match Contribution Plan involves a 403b account, not a 457 account. In order to receive your local leave payout you will need to set up a 457 account.*

1. Go to [www.region10rams.org](http://www.region10rams.org) to set up your salary deferral (contribution amount) and allocation
  - a. Click on "Login" at the upper right corner
  - b. From the navigation bar, select your Employer
  - c. Select the "457(b)" tab
  - d. Select "Register"
  - e. Enter the Plan Password from the Summary Plan Description
  - f. Enter Social Security Number without dashes
  - g. Select "Begin"
  
2. Upon entering the site, you will move through 5 steps:
  - a. Personal Information
    - Enter your personal information and hit "Next"
  - b. Beneficiaries
    - Click "Add Additional Beneficiary"
    - Enter in the Beneficiary information and click "Next"
  - c. Contributions
    - Select your Action from the drop down box for either the Pretax or Roth contribution type
    - Enter the contribution rate and hit "Next"
      - Please note that the contribution amount is the amount you want deducted from your paycheck EVERY pay period
  - d. Investment Elections
    - Select the Source of Money in which to apply the allocation
      - i. Apply the percentage of your contribution to the investment of your choice
      - ii. The elections must total 100%
  - e. Confirmation
    - Please confirm that all information is correct, including your Investment Election, and click "finish"

*Congratulations, your Account has been created. Additionally, the contribution amount to be deducted from your pay check will be communicated with the District. Please call JEM Resource Partners with any questions or concerns to help you set up your account.*

*TCG Administrators; formerly JEM Resource Partners  
Toll Free (800)943-9179 | Toll Free Fax (888) 989-9247*

*Note: If your local leave payout is greater than the limit for 457 plans (\$18,000 in 2015; \$18,000 in 2016) plus the catch-up contribution limit for employees age 50 and older (\$6,000 in 2015 and 2016), your payout will first be*

contributed to the 457 account up to the limit, and the remaining amount will be contributed to a 403b plan with VALIC as an employer 403b contribution.

Note 2: If your accumulated local leave payout is less than \$5,000 or if you are under age 55 at the time of your retirement, you will receive your local leave payout in cash.

**How do I withdraw money from my 457 account?**

1. Complete the appropriate form for TCG Administrators (formerly JEM) (the Third Party Retirement Plan Administrator). The TCG Administrators form can be found on the TCG website (see link below).

[http://www.jemtpa.com/files/457b-spring-branch-forms/Standard\\_Forms\\_Spring\\_Branch\\_ISD\\_457\(b\)\\_Distribution\\_Form\\_20100423082900.pdf](http://www.jemtpa.com/files/457b-spring-branch-forms/Standard_Forms_Spring_Branch_ISD_457(b)_Distribution_Form_20100423082900.pdf)

2. Once the forms are complete, submit them directly to TCG Administrators via fax or mail.

*TCG Administrators (formerly JEM Resource Partners)  
900 S. Capital of Texas Highway  
Suite 350  
Austin, TX 78746  
Phone: 512-795-8999  
Fax: 512-795-0414*

3. Your forms will be processed and the 457 distribution will be made.