



CERTIFICATION FOR NONPAID PROFESSIONAL LEAVE OF ABSENCE FROM A COLLEGE OR UNIVERSITY

A member employed by a university, community college, technical college or institute may — with State Teachers Retirement Board approval — complete retirement contributions and secure retirement credit for nonpaid periods of absence for professional reasons by complying with the following requirements:

Eligibility requirements

1. An annual contract for service covered by this system during the year within which the absence occurred.
2. A leave granted by the employer for the purpose of accepting an assignment during such absence. Leaves will not be recognized for a period greater than an accumulated total of two school years.
3. Assignments that will be considered for retirement credit under this rule are those related to professional duties and responsibilities of members, or activities which may be expected to improve the service rendered by a member upon return to employment.
4. Not later than 12 months following termination of the leave, the member must resume contributing service covered by this system, the Ohio Public Employees Retirement System or the School Employees Retirement System.
5. Approval of the employer for the payment of the employer cost without reimbursement from the member.
6. Retirement Board approval for the member to make retirement contributions covering the period of absence.

Procedural requirements

1. Subsequent to the termination of the leave, the member must file with the Retirement Board:
 - a. A statement showing the nature and purpose of the assignment during such absence.
 - b. A written request to the Retirement Board for approval of payment by the member of member contributions.
 - c. Certifications from the member's employer as follows:
 - (i) Member's annual contract salary in effect for each year or part of year (July 1 through June 30) in which there was an absence.
 - (ii) Official action of the employer granting the leave stating the beginning date and the termination date.
 - (iii) Official action of the employer approving the payment of the employer cost without reimbursement from the member.
2. If the member pays the member cost to the employer within 60 days of notice of approval from the Retirement Board, the employer shall pay the employer and member costs to STRS Ohio within 30 days after this payment is received.

To establish full retirement credit for the leave period, the Administrative Code Rule requires contributions on the full salary that would have been earned if the leave had not occurred. This rule does not permit contributions in excess of that salary.

(continued)

MEMBER'S APPLICATION TO MAKE PAYMENT FOR A COLLEGE/UNIVERSITY NONPAID PROFESSIONAL LEAVE OF ABSENCE

To be completed by the APPLICANT

Please evaluate my eligibility for establishing retirement credit for a past period of absence. I understand I am not under obligation to make payment for all, or any, of this credit; however, if payment is made, this form will certify that I am not receiving, nor will I be eligible to receive, a retirement benefit from another retirement program, other than Social Security, based on this same period of absence.

Applicant's name (please print) _____

Member's Social Security number or STRS Ohio account number _____

Street address _____

City, state, ZIP code _____

Phone (_____) _____ Email _____ Date _____
Area code

Applicant's signature _____

The following is a statement of the nature and purpose of assignment during the leave:

EMPLOYER CERTIFICATION

*To be completed by the EMPLOYER WHO GRANTED THE PERIOD OF ABSENCE**

1. The leave of absence was approved for the period beginning _____
Month Day Year
and ending _____
Month Day Year, for the purpose of _____.
2. Member returned to paid service on _____
Month Day Year.
3. Member's annual contract salary in effect for the period of the leave was \$ _____.
4. The _____
College or university hereby approves payment of the employer cost without reimbursement from the member.

Date _____ Signed _____

Print name and title

**Each leave period must be completed on a separate form. For example, if a two-year leave was granted, the dates of the leave would be listed on one form. However, if two one-year leaves were granted, each leave would be listed on a separate form.*

