

West Virginia University Department of Human Resources-Benefits Office

PO Box 6640 • One Waterfront Place • Morgantown, WV 26506 • Phone: (304) 293-5700 x 4 • Fax: (304) 293-7532

Retiree Leave/Years of Service Conversion Form

Retiring employees can apply unused sick and vacation days to increase their retirement benefit (STRS only) or use it to pay their health care premiums. Employees hired on and after July 1, 2001, are not eligible for this benefit. The portion of the premium that is paid by accrued leave depends on your effective date of coverage in the PEIA eligibility system. (see below)

Please complete the appropriate sections below and return this document to the Department of Human Resources-Benefits Office at the address listed above.

COMPLETED BY EMPLOYING UNIT

EMPLOYEE NAME (LAST, FIRST MI):	EMPLOYEE # (IN MAP)	TODAY'S DATE:
EMPLOYEE DEPARTMENT:	DEPARTMENT CONTACT:	RETIREMENT EFFECTIVE DATE: / / 20

Final Month/Year Employed: _____ / _____ /20_____

Accrued Leave: Annual Leave (Hours): _____ Sick Leave (Hours): _____

- Employee has elected to use unused accrued ANNUAL LEAVE for the following:
 - Lump Sum payment option
 - Add to sick leave for extended PEIA benefit
 - Remain on payroll-use remaining days
 - Add to sick leave to increase STRS benefit
- Total number of years of less than 12-month faculty for continuation of PEIA benefit: _____.

Note: "less than 12 month faculty status" does not include 12 month faculty and is typically referred to as 9 month faculty but also includes any faculty position of less than 12 month duration (i.e., 11 1/2 months, 10 month etc.).

Signature Administrator/Dean/Director _____ Date _____

COMPLETED BY WVU DEPARTMENT OF HUMAN RESOURCES-BENEFITS OFFICE

ACCURAL DAYS THROUGH MONTH/YEAR:	ACCRUED SICK HOURS:	ACCRUED VACATION HOURS:
TOTAL NUMBER OF YOS ON A LESS THAN 12 MONTH FACULTY STATUS (IF APPLICABLE):		

- Employee is eligible to convert accrued unused leave to extend PEIA benefit or increase STRS benefit (if applicable).
- Employee is eligible to convert teaching years of service to pay for health care premiums (if applicable)

USING ACCRUED LEAVE UPON RETIREMENT

To Pay for Health Care Premiums

Employees Hired Before July 1, 1988

Covered by PEIA (or one of the managed care plans offered through PEIA) continuously since before July 1, 1988. Conversion rate is the following:

- 2 days of accrued leave = 100% of the premium for one month of single coverage
- 3 days of accrued leave = 100% of the premium for one month of family coverage

Employees Hired After July 1, 1988 and Before July 1, 2001

Covered by PEIA PPB Plan (or one of the managed care plans offered through PEIA) after July 1, 1988, or have had a lapse of coverage since then.

Conversion rate as follows:

- 2 days of accrued leave = 50% of the premium for one month of single coverage
- 3 days of accrued leave = 50% of the premium for one month of family coverage

Extending Coverage for Higher Education Faculty

Full-time faculty members employed on an annual contract basis for a period other than 12 months may extend employer-paid insurance coverage based on years of teaching service as follows:

- 3 1/3 years of teaching service = 1 year of single coverage
- 5 years of teaching service = 1 year of family coverage

To Increase STRS Benefits

If the STRS retiree is enrolled in a Public Employees Insurance Agency (PEIA) insurance plan at the time of retirement, the retiree may receive two days of retirement service credit for each day of accrued sick and annual leave. Accrued leave can NOT be split and used for both STRS benefit and PEIA benefit.

Revised 1/2010