



CT TEACHERS' RETIREMENT BOARD  
765 ASYLUM AVENUE HARTFORD, CT 06105-2822  
"An Affirmative Action/Equal Opportunity Employer"  
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## Leave of Absence Bulletin

The Teachers' Retirement Act gives you the opportunity to purchase retirement credit for formal leaves of absence granted by your employing Connecticut Local School District.

In accordance with Public Act No. 03-232, effective October 1, 2004, documented additional credited service in the Teachers' Retirement System may be purchased at any time prior to retirement.

The majority of approved leaves are granted without pay. Occasionally, there are leaves granted with pay for reasons such as sabbatical. Regardless, the salary paid or which would have been paid while on a leave **may not be used in determining your final average salary for purposes of computing retirement benefits.**

An absence due to illness for which you are receiving accrued sick leave as provided by Section 10-156 of the Connecticut General Statutes is not considered as a leave of absence. If you are receiving accrued sick leave benefits, your Local School District should continue to report you as an active contributing member through the monthly transmittal process.

### **CURRENT LEAVE OF ABSENCE**

The Teachers' Retirement Board's (TRB) policy for purchasing a Current Leave of Absence (CLOA) has changed effective with leaves of absence beginning in the 2012-13 school year. We formerly accepted payment for a CLOA at any time during the leave, up to the last day of the leave. Payment for a CLOA is now required either in advance or in monthly installments during each month of the leave, but may not be made in arrears after the end of the month.

Failure to pay any monthly installment by the last day of that month will cause the member to become ineligible to purchase any of the remaining months of the leave as a CLOA. Months already paid for will be credited. The member may be eligible to purchase the remaining months of the leave as a Previous Leave of Absence subject to certain limitations.

A [Current Leave of Absence Form](#) must be completed by you and your employer and forwarded to this office as soon as possible. Upon receipt of this form, CTRB will notify you of the amount due and payment options. The amount due will be the 7.25% mandatory contributions based the annual salary rate that you would have received if actively employed at full-time (100% FTE).

It is your responsibility to make payment for your approved leave of absence directly to CTRB. Your Local School District may not deduct and/or transmit approved leave of absence payments through the transmittal process.

Your payment options are as follows:

- Equal monthly payments during the ten school months in which the leave began. Payments may not be made in arrears after the end of the month.
- Lump sum payment in advance; acceptable payment options include rollovers from other qualified retirement plans and the use of funds in the voluntary and supplemental accounts.

### **PREVIOUS LEAVE OF ABSENCE**

A formal leave of absence not purchased through the payment of monthly mandatory contributions or leaves of absence in excess of ten school months may be purchased subject to the following limitations:

1. Not more than ten months (1 year) for each five years of active full-time service as a Connecticut teacher.
2. Not more than thirty consecutive school months (3 years).
3. You return to service for at least one school year following the leave of absence.

The [Previous Leave of Absence Form](#) must be forwarded to the Connecticut Local School District for completion. All documentation must be received by CTRB prior to your effective date of retirement in order to be purchasable.

### **SPECIAL RULES FOR ABSENCES DUE TO MATERNITY**

In years past, certain Connecticut Local School Districts did not grant maternity leaves of absence and required that the teacher resign her position during the course of her pregnancy.

In recognition of this fact, the Teachers' Retirement Board permits a member to purchase up to ten months (1 year) of additional credit provided all of the following conditions were met:

1. A leave of absence policy or contractual provisions did not exist for the granting of maternity leaves of absence.
2. The member was required to resign her position during the course of her pregnancy.
3. The member submits a copy of the birth certificate of the child resulting from this pregnancy and a completed Special Rules for Absences Due to Maternity Form (TRB Form 53M).

This policy is not applicable if the employing Connecticut Local School District granted leaves of absences due to pregnancy and the member failed to apply for such leave.

The [Special Rules for Absences due to Maternity \(TRB Form 53M\)](#) must be forwarded to the Connecticut Local School District for completion. All documentation must be received by CTRB prior to your effective date of retirement in order to be purchasable.

### **CHILD REARING LEAVE OF ABSENCE – SPECIAL BOARD POLICY**

Prior to the enactment of the Family Medical Leave Act, certain Connecticut Local School Districts did not grant child rearing leaves to teachers following the birth of a child.

In recognition of this fact, the Teachers' Retirement Board at its March 2004 meeting voted to permit a member to purchase up to ten months (1 year) of additional credit for such service provided both of the following conditions were met:

1. The teacher applied for a child rearing leave from his/her employing Connecticut Local School District.
2. The employing Connecticut Local School District did not grant the member's request for a formal leave of absence.

**This policy is not applicable if it was the practice of the employer to grant leaves for child rearing purposes and the member failed to apply for such leave.**

The denial of a Connecticut Local School District to grant a formal leave of absence for child rearing purposes must be documented by contemporary evidence that the teacher requested such leave and that such leave was denied. Acceptable evidence shall include either of the following:

- A. A letter from the member's employer denying the member's leave request.
- B. A copy of the Board of Education minutes indicating the denial of the member's leave request.

This policy is effective for members retiring on or after March 1, 2004 and is not retroactive for members already in retirement status.

All documentation must be received by CTRB prior to your effective date of retirement in order to be purchasable.