



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018 www.ct.gov/trb

AUGUST 6, 2004 - EMAIL TRANSMISSION

To All Connecticut Local School Districts:

A formal leave of absence is an approved absence from service with or without pay that is formally granted by a Local School District to a teacher. Generally, most leaves of absence are without pay, although a Board of Education may, at its discretion, pay the teacher a full or partial salary without any expectation of the teacher performing any services (i.e. sabbatical). Regardless, the salary paid or which would have been paid while on a leave will not be used in determining the member's final average salary for purposes of computing retirement benefits.

For any leave that occurs after July 1, 1986, a teacher may make contributions while on such leave for up to a total of ten school months (1 year).

If a teacher is granted additional leaves, he/she may purchase this service as additional credited service subject to the limitations outlined in the paragraph below. 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.

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 service 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. The member must return to service for at least one school year following the leave of absence.

The Local School District should advise the member of his/her right to make contributions directly to CTRB while on such leave. The member should be provided with a Current Leave of Absence Form (TRB Form 53X) at the time the leave is granted. This form must be completed and submitted to CTRB at least 2 months prior to the leave effective date in order for the member to meet payment deadlines. Upon receipt of this form, CTRB will notify the member of the amount due and payment options. The amount due will be the 7.25% mandatory contributions based on the annual salary rate that he/she would have received if actively employed at full-time (100% FTE). It is the member's responsibility to make payment for his/her approved leave of absence directly to CTRB.

The following documents have been updated and may be downloaded directly from the Teachers' Retirement Board website @ www.ct.gov/trb. Please make copies of these new documents and discard the outdated ones:

- [Current Leave of Absence Form](http://www.ct.gov/trb/lib/trb/formsandpubs/CurrentLOA53X.pdf) (PDF 100KB).
<http://www.ct.gov/trb/lib/trb/formsandpubs/CurrentLOA53X.pdf>
- [Previous Leave of Absence Form](http://www.ct.gov/trb/lib/trb/formsandpubs/PreviousLOA53.pdf) (PDF 87KB).
<http://www.ct.gov/trb/lib/trb/formsandpubs/PreviousLOA53.pdf>
- [Special Rules for Absences due to Maternity Form](http://www.ct.gov/trb/lib/trb/formsandpubs/SpecialRulesMat53M.pdf). (PDF 95KB).
<http://www.ct.gov/trb/lib/trb/formsandpubs/SpecialRulesMat53M.pdf>
- [Leave of Absence](http://www.ct.gov/trb/lib/trb/formsandpubs/LOABulletin.pdf) (PDF 33KB). <http://www.ct.gov/trb/lib/trb/formsandpubs/LOABulletin.pdf>

and

- [Leave of Absence - Frequently Asked Employer Questions Bulletin](http://www.ct.gov/trb/lib/trb/formsandpubs/LOAEmpFAQs.pdf) (PDF 25KB).
<http://www.ct.gov/trb/lib/trb/formsandpubs/LOAEmpFAQs.pdf>

Thank you.