

SUBJECT: RETIREMENT

APPROVED BY:

EFFECTIVE

DATE: 04-07-11 (replaces 02-26-10)

Executive Director

Reviewed (no changes): \_\_\_\_\_  
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POLICY

It is the policy of McIntosh Trail CSB that no employee will be forced to retire on the basis of age. Employees of any age may continue employment provided that the quality and quantity of their performance and work conduct meets the standards of performance expected of all employees.

After an employee gives a notice of retirement, the employee may not request more than eight hours use of annual or personal leave during the notice period except with the express approval of the Executive Director. Sick leave must be validated by a satisfactory physician's statement.

PROCEDURE

**Employees' Retirement System**

1. Employees who are members of the Old and New Employee's Retirement System (ERS) may receive creditable service for forfeited annual, forfeited sick and accumulated sick leave if this leave equals a minimum of 120 days (960 hours). The above service credit may be used to qualify for any available retirement benefits. Employees in the 401k plan are not eligible to receive creditable service for unused leave.
2. ERS employees are vested at 10 years of service.
3. Part-time employees who were initially employed to work 35 or more hours per week for a minimum of nine months are eligible for retirement benefits. The employee will continue to be eligible even if the hours per week fall below 35 hours after the initial date of employment if the employment is continuous.
4. Members of the Old and New Retirement Plans who are placed on leave without pay due to job-related temporary disabilities, and who are not qualified for disability retirement benefits, may receive creditable service for up to twelve (12) months of the period of disability. To receive creditable service, employees must apply to the Employees' Retirement System within six (6) months after returning to work. Employees must pay the employee retirement contribution plus regular interest compounded based on the employee's last monthly salary before going on leave without pay. The employee contribution must be paid by December 31<sup>st</sup> of the calendar year in which leave without pay was granted.
5. Applications for Retirement can be obtained by contacting the Employees' Retirement System at Two Northside 75, Atlanta, GA 30318 or (404) 350-6300 or by accessing their website, [www.ersga.org](http://www.ersga.org). Applications must be sent to ERS at least 30 days prior to, but no more than 90 days in advance of the anticipated retirement date. Applications are not considered filed with ERS until received by that office.

**ADDITIONAL INFORMATION CAN BE OBTAINED ON THE ERS WEBSITE, [www.ersga.org](http://www.ersga.org).**

**Georgia Employees' Qualified Trust Deferred Compensation Plan - 401(k) Plan**

1. For information on the 401(k) vesting service plan refer to the 401(k) Plan Booklet or call Peach State Reserves at 1-866-694-2777.