

**Katy Independent School District**  
**Payment for Accumulated Leave Upon Retirement**

Board Policy at DEC (LOCAL) provides for a Retirement Leave Reimbursement which will consist of a payment of one-half of your daily rate of pay at the time of retirement for your unused Katy ISD accrued personal, state, and local leave days – not to exceed 90 days combined. Eligibility requirements are:

- Retire under the Teacher Retirement System (TRS) within 90 days of termination of employment with Katy ISD;
- Have five (5) or more years of continuous employment with Katy ISD; and
- Have unused personal, state or local days earned while employed with Katy ISD.

If for any reason your employment ended with Katy ISD and you were rehired, the five (5) or more years of continuous employment shall be counted from your rehire date.

**Instructions**

In order for your Retirement Leave Reimbursement to be processed, you must provide the Human Resources office representative, with a photocopy of the documentation of your retirement benefit payment from TRS **within 90 days from:**

- The date of your termination of employment; (*Example:* If your termination date is June 3, then the TRS payment documentation must be submitted to the Human Resources representative no later than September 3.) **OR**
- Receipt of your final Katy ISD payroll check. A copy of your Katy ISD check is not required. (*Example:* If your last payroll check with Katy ISD is June 15, then the TRS payment documentation must be submitted to the Human Resources representative no later than September 15.)

**Acceptable TRS payment documentation is either a photocopy of your check stub or a photocopy of your receipt from the electronic funds transfer (bank statement), stating the source of the payment is TRS (Texas Comptroller). After proper documentation is provided, Human Resources will calculate the amount of the payment for the leave balance as described above. Payment will be made to the retiree by the administrator of the District’s Section 401(a) plan; Public Agency Retirement Services (PARS).**

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***Please sign below and return this form to the Human Resources Department.***  
*Please make a copy of this form for your records prior to returning it to Human Resources.*

I have read the provisions for payment of the Retirement Leave Reimbursement and understand that, if eligible, I must submit the appropriate documentation within the designated time period in order to be compensated for the retirement leave reimbursement. The Retirement Leave Reimbursement is established by Board Policy as a tax-qualified governmental defined benefit plan for the benefit of eligible Katy ISD employees. Policy guidelines must be followed without exception.

\_\_\_\_\_  
Retiring Employee’s Printed Name

\_\_\_\_\_  
Retiring Employee’s Signature

\_\_\_\_\_  
Date

Katy ISD  
Service Records  
438 FM 1463  
Katy, TX 77494  
servicerecords@katyisd.org