

## *Leaves of Absence*

There are several types of leaves of absence that can impact your retirement benefits with the St. Paul Teachers' Retirement Fund Association (SPTRFA). An authorized leave of absence must be granted by Saint Paul Public Schools (SPPS) and be documented.

*If you are granted a leave of absence, it is your responsibility to make sure that the leave is properly documented by SPPS and that the leave is properly classified.* Without proper classification, your retirement benefits may be adversely impacted.

The following leaves of absence will give you the option to receive retirement service credit for the period of the leave:

- Sabbatical leave of absence
- Military leave of absence
- Parental leave of absence
- Teacher mobility extended leave of absence
- Medical leave of absence
- Family medical leave of absence

Any leave of absence not classified as one of the above is **not eligible for retirement service credit.**

*If you retire or terminate your employment following a period of leave, in order to receive retirement service credit, you must make the required contribution payment prior to your resignation.*



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**St. Paul Teachers'  
Retirement Fund  
Association**

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## *Leaves of Absence*

### *Basic Plan*

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***St. Paul Teachers'  
Retirement Fund Association***

1619 Dayton Avenue • Room 309  
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Website: [www.sptrfa.org](http://www.sptrfa.org)

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## ***Sabbatical Leaves of Absence***

If your leave is classified as a sabbatical leave of absence, you may earn full retirement credit by making the required employee contributions, as if you had been working full-time. The SPPS will pay the employer contribution rate.

Required contributions will be automatically withheld from your salary while you are on leave.

For more details, call SPTRFA and request the Sabbatical Leave of Absence brochure.

## ***Military Leaves of Absence***

A leave classified as a military leave of absence interrupts regular teaching service. To receive retirement credit for the military leave of absence, you must make the required employee contributions based on the contract salary in effect preceding your leave of absence.

The payment is to be commenced within four years and completed within ten years after you return to teaching service.

## ***Parental Leaves of Absence***

If your leave of absence is classified as a parental leave, you can receive retirement credit for up to one year of the time of the parental leave. You must pay the required employee and employer contributions for the period of the parental leave, based on your salary upon return to teaching service.

Payment must be made by June 30th of the fiscal year following the end of the parental leave.

For more details, call SPTRFA and request the Parental Leave of Absence brochure.

## ***Teacher Mobility Extended Leaves of Absence***

Teacher mobility extended leaves of up to five years can be applied toward retirement service credit. You must pay the required employee and employer contributions, based on your salary for the year prior to the beginning of the leave.

Payment must be made by June 30 of each year you are on the leave. If you opt not to pay the contributions by June 30 of any year of your leave, you forfeit the right to make the payments for any of the following years.

## ***Medical Leaves of Absence***

Medical leaves can be applied toward retirement service credit if you pay the required employee and employer contributions for the period of the medical leave. Payment is based on your salary immediately preceding the medical leave.

Payment made by June 30 of the fiscal year of the medical leave will be calculated with no additional interest.

Payment made by June 30 following the fiscal year of the medical leave will have an additional 8.5% interest compounded annually.

## ***Family Medical Leaves of Absence***

Family medical leaves can be applied toward retirement service credit. In order to receive retirement service credit, you must pay the required employee and employer contributions for the period of the family medical leave up to 60 days. Payment is based on your salary immediately preceding the family medical leave.

Payment made by June 30 of the fiscal year of the family medical leave will be calculated with no additional interest.

Payment made by June 30 following the fiscal year of the family medical leave will have an additional 8.5% interest compounded annually.

## ***Where can I get more information?***

There are more specific brochures and information available from the SPTRFA office. Please call or contact the office using the contact information to the right in order to address any further questions you may have about leaves of absence affecting your retirement benefits.

Questions about leaves of absence that are not retirement related should be directed to SPPS.

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