



California Public Employees' Retirement System
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**TO: EMPLOYERS OF CSEA BARGAINING UNITS 3 AND 21
EMPLOYEES**

**SUBJECT: EDUCATIONAL LEAVE CONVERSION TO RETIREMENT
SERVICE CREDIT**

Assembly Bill 738 (Chapter 770, Statutes of 1999) added Government Code section 20963.1 to the CalPERS law, effective January 1, 2000. This section provides that unused educational leave for qualifying members of California State Employees' Association (CSEA) Bargaining Units 3 and 21 can be converted to retirement service credit in the same manner as unused sick leave. This notice is to instruct employers how to certify the unused educational leave to CalPERS for addition to the member's retirement allowance.

At present, neither the State's Employment History System nor the CalPERS retirement calculation system has the capacity to process unused educational leave as a separate item. Therefore, for the foreseeable future, unused educational leave must be combined with unused sick leave for the purposes of reporting to CalPERS as follows:

1. Combine the unused educational leave balance with the unused sick leave balance, and report the total balance via the Employment History System's PAR Item 888 Sick leave At Retirement as usual for a retiring employee.
2. At the same time, send an interagency memo to the CalPERS Benefit Services Division, by mail to P.O. Box 942711, Sacramento, CA 94229-2711, or by fax to (916) 795-1523, containing the member's name, Social Security number, retirement date, and the actual unused educational leave balance. This interagency memo will be retained in the member's retirement file as the permanent record of the educational leave balance certified to CalPERS.

If you have any questions, please contact the Benefit Services Division at 888 CalPERS (or 888-225-7377).

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division