Process for Tier 1 or 2 Retiree Temporary employee
Returning with less than 180 days break in service

Employee retires as a tier 1 or 2 employee and will return as a temporary employee

- Processes final pay as usual
- Transfer SL to clearing account with 180 day expiration
- Retiree returns as temporary employee with 180 days or less break in service.
- Work with employee to see if SL was used in retirement option.

If employee **DID NOT** use SL in retirement calculation

- Transfer 40 hrs SL from clearing account
- Adjust SL to zero and add 40 hrs to TS
- TS usable immediately
- Accrues add'l TS Each month
- Upon separation of temporary employment, transfer TS to clearing account with 180 day expiration date

If employee **DID** use SL in retirement calculation

- Do not transfer SL from clearing account
- Employee will accrue TS each month
- TS usable the month after it is accrued
- Upon separation of temporary employment, transfer TS to clearing account with 180 day expiration date