## 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.

Contact PERS to see if employee elected to use SL 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 employement, 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 employement, transfer TS to clearing account with 180 day expiration date