

OFFICE SERVICES ONLY



**NEW YORK STATE TEACHERS' RETIREMENT SYSTEM**  
**10 Corporate Woods Drive, Albany, NY 12211-2395**

**LEAVES OF ABSENCE REPORT**  
**SCHOOL YEAR ENDING JUNE 30, \_\_\_\_\_**

**Please list all Teachers' Retirement System members who were on a leave of absence at PART PAY.**  
**Do not include any members who were on a leave of absence at full pay or without pay.**

TRS Member Number	Social Security Number	NAME			Type of Leave (1, 2 or 4)	% of Full Pay for Leave Period	Inclusive Dates of the Leave Period*	Amount of Salary Earned During Leave Period	Full-Time Contract During Leave
		Last	First	MI					

Authorized Signature	Title
Location Name	Location Code

\* If the leave period extends past June 30 of one school year and continues into the next school year beginning July 1, a second QTR-96 must be submitted for that second year. SEE REVERSE FOR INSTRUCTIONS.

## INSTRUCTIONS

Members of the New York State Teachers' Retirement System may receive service credit for the period of an official leave of absence when monies have been paid to the member for that leave. Therefore, it is essential that you report leaves of absence correctly.

- ◆ List all TRS members who were on leave of absence at part pay during the school year.
- ◆ Forward the completed form to the System with your fourth quarter report.

### Instructions by Column:

- ◆ Type of Leave Column: Enter 1, 2 or 4 depending on the type of leave.
  - 1 Sabbatical
  - 2 Sick or Maternity Leave
  - 4 Military Leave
- ◆ % of Full Pay Column: Divide salary earned at part pay by the salary which would have been earned for the same period at full pay.

For example:

Full Year @ 1/2 Pay	=	50%
Half Year @ 1/2 Pay	=	50%
Full Year @ 3/4 Pay	=	75%

Please refer to the New York State Teachers' Retirement System  
Employer Manual (Section 11, Page 26) for additional information on Leaves of Absence.