

RETIREMENT PLANNING



Ready to Retire or just Planning your Retirement?

Visit the RSA Website [here!](#)

Retirement Packet Available [here!](#)

To book an appointment with ACS Payroll & Benefits click [here!](#) (Note: you must have submitted your retirement letter to book)

We encourage everyone to schedule an appointment with an RSA Retirement Counselor to verify Retirement Eligibility!

Steps for successful retirement planning:

- 1- Speak with RSA directly to verify your Retirement Eligibility. They offer great resources for retirement planning like the Retirement Seminars!
- 2- Submit your retirement letter to HR
- 3- Complete your Retirement Packet (must be submitted 30-90 days before retirement date)
- 4- Schedule an appointment with Payroll to discuss details of retirement if you wish. (This is optional).

Things to Remember:

- 1- If you choose to carry insurance through PEEHIP, once you reach age 65 you must be enrolled in Medicare Part A & B.
- 2- To inquire about continuing your current deductions:
 - American Fidelity- email Jon Wright at jon.wright@americanfidelity.com
 - Collateral 1-866-322-2244
 - VSP- 800-877-7195

The ACS Payroll Office cannot give you estimates on your retirement checks or insurance premiums. You must call RSA directly 1-877-517-0020

Sick Leave Conversion at Retirement

The following chart is used by the TRS to convert accumulated sick leave days to months of service credit upon service retirement. A member can convert a maximum of one day of sick leave into retirement credit for every month of TRS service credit. TRS members who are state employees may only accrue a maximum of 150 days of sick leave.

Accumulated Sick Leave Days	Months of Service
0-7	0
8-22	1
23-37	2
38-52	3
53-67	4
68-82	5
83-97	6
98-112	7
113-127	8
128-142	9
143-157	10
158-172	11
173-187	12
188-202	13
203-217	14
218-232	15
233-247	16
248-262	17
263-277	18
278-292	19
293-307	20
308-322	21
323-337	22
338-352	23
353-367	24
368-382	25
383-397	26
398-412	27
413-427	28
428-442	29

I would like to request that _____ sick days be certified and submitted to Retirement Systems of Alabama for my upcoming Retirement.

Employee Signature

Date

Payroll Certification Signature

Date