

# WHY YOU MUST FILE PROPERLY FOR AN APPROVED LEAVE OF ABSENCE

At some time in your career, you may need to take an unpaid leave of absence. But you may not realize how important it is to file for leave properly. There are two compelling reasons.

Proper filing protects your survivor benefit should you die while away on leave. It also protects your retirement account, making you eligible to purchase the leave period later on if you wish to add to your service credit.

To properly file for a leave, you must file an Application to be placed on Qualifying Approved Leave of Absence (Form 46) with the Maryland State Retirement Agency before your leave begins! The Form 46 is also filed in addition to any forms WCPS requires to grant your leave request. WCPS must also certify that the leave has been approved.

The following are specific types of approved leave:

- Personal illness
- Maternity/paternity
- Adoption
- Career-related study
- Government-sponsored or subsidized employment
- Service in a professional or employee organization.

Only the types of leave listed above qualify. If you have an unpaid leave of absence for reasons other than those noted, your active membership ceases during the leave, and your accrued service credit may be affected.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT WCPS HUMAN RESOURCES AT 301-766-2800.**