

Application for Retirement Credit for Educational Leave of Absence

Tennessee Consolidated Retirement System
 502 Deaderick Street
 Nashville, Tennessee 37243-0201
 1-800-770-8277 ♦ <http://tcrs.tn.gov>



In order to be eligible to establish retirement credit for an educational leave of absence, you must obtain the approval of your employer and the Board of Trustees of the Tennessee Consolidated Retirement System and you must make the necessary contributions, if required, to establish such service. You must be reemployed by such employer within one (1) year following the leave period and remain so employed for a least one (1) year thereafter.

SECTION 1. APPLICANT INFORMATION

Member ID	Date of Birth
Full Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address	
City	State
	Zip Code
Email	Phone Number
Explain the Nature of the Leave and How it Relates to Your Employment:	

Applicant's Signature	Date
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SECTION 2. EMPLOYER INFORMATION (to be completed by the employer during the leave of absence)

Name of Agency or Department	
Employee's Position Prior to Leave of Absence	
Period of Leave	to Annual Salary Prior to Leave \$
I hereby certify that the above-mentioned employee has/had approval to take an educational leave of absence for the purpose of engaging in academic research related to his/her employment and whose leave is intended to increase his/her efficiency as an employee and to make monthly contributions, if required, to the retirement system for this leave. If needed, the employee is to make financial arrangements with the employer for the monthly contributions.	
Department Head's Signature	Date
Budget Director's Signature	Date