

Complete all sections on the form and return to your human resources office by December 31, 2023. Your election is irrevocable and there is no guarantee that you will be able to transfer your leave credits.

SECTION 1. Employee Information

Last Name, First Name, MI

Position Number

SECTION 2. Transfer Value (The value of your transfer is considered an employee contribution and will count towards the 2024 annual contribution limit).

Step 1. Enter your current leave accrual rate and multiply by 5. (Your accrual rate can be found on your paycheck stub.) This gives you the maximum number of hours eligible to transfer.

$$\frac{\text{Accrual Rate}}{\text{Pay Periods}} \times \text{Pay Periods} = \text{Maximum Hours}$$

Step 2. Enter the total number of hours you want to transfer. This number must be **the lesser of** the maximum hours calculated in Step 1 or 80 hours. (**Bargaining unit 2:** up to 160 hours, based on Department approval).

Step 3. Check the leave type you currently accrue. Only one leave type may be indicated. Your current leave type can be found on your paycheck stub.

Vacation

Annual Leave

SECTION 3. Select the plan and money type. Using the total number of hours from Section 2, Step 2, enter how you would like your hours allocated.

Pre-tax deferrals reduce your taxable income the year contributed while Roth deferrals are made on an after-tax basis giving you the contributions and accumulated balance as tax free income during retirement (provided that the withdrawal is made due to death, disability, or attainment of age 59½ and the withdrawal is made 5 years or more after January 1st of the first year that the Roth contribution is made.)

401(k) Plan – Indicate Total Hours to Transfer to Savings Plus 401(k) by Money Type

Pre-Tax: _____

Roth (after-tax): _____

PLEASE NOTE: The cash value of your leave is subject to mandatory deductions and will impact the final amount transferred to your Savings Account. See page 2 for more details.

SECTION 4. Employee Certification

I make this election voluntarily and understand it is **irrevocable** for this current fiscal year (July 1, 2023 – June 30, 2024). I waive any right to change the option selected. I understand that there is no guarantee that the state will offer the option to transfer my leave credits. If the state determines it cannot offer the option to transfer my leave credits, this form becomes null and void. I further understand that if the state does offer the option to transfer, but for an amount less than I have requested, my request will be reduced for the lesser amount offered in the following hierarchy based upon my election: (1) 401(k) pre-tax and (2) 401(k) Roth. If the state offers the option to cash out leave credits for an amount greater than the number of hours I elected to transfer, I may request cash payment for the additional hours. I understand the cash value of my leave is subject to mandatory deductions and will impact the final amount deferred to my Savings Plus account.

Signature of Employee

Employee Printed Name

Telephone Number

Date

Election to Transfer Leave Buy-back to Savings Plus

You are eligible to complete this form if you are an excluded employee as of December 1, 2023. The transfer to Savings Plus is treated as a contribution and therefore is subject to the annual contribution limits. The annual limits for 2023 are \$22,500 per plan or \$30,000 per plan if you are 50 and older. The transfer to Savings Plus is not considered a rollover. The annual contribution limits are subject to change in 2024.

The Internal Revenue Code does not allow deferral of leave already earned. Any election to transfer future leave accruals to Savings Plus as indicated in Section 2 and further defined in Section 3 is effective for future leave you will earn between the January and May pay periods of the following calendar year and is **irrevocable** for this current fiscal year (July 1, 2023 – June 30, 2024). The transfer of leave accruals to your Savings Plus account will occur in late June or early July 2024.

For a pre-tax transfer, the cash value is subject to the following mandatory deductions: Social Security; Medicare; State Disability Insurance; and Garnishments (if applicable). Federal and State Tax Withholdings will only be applied to the Social Security; Medicare; State Disability Insurance; and Garnishment withholding amounts not being deferred to a Savings Plus account.

For a Roth after-tax transfer, the cash value is subject to the following mandatory deductions: Federal Tax Withholding; State Tax Withholding; Social Security; Medicare, State Disability Insurance; and Garnishments (if applicable).

Both pre-tax and Roth after-tax transfers are not subject to retirement deductions.

If it is determined that a Leave Buy-back Program will not be offered, this request becomes null and void.

If a Leave Buy-back Program is offered but for an amount less than requested in Section 2, the request will be processed in the following order: (1) 401(k) pre-tax, and (2) 401(k) Roth based upon your election until the total number of hours eligible to transfer are exhausted. If you transfer to a department that does not offer the leave buy-back program prior to your leave time being deposited into your Savings Plus account, your request to transfer future leave credits will become null and void.

Initial Investment Fund

If you do not have an existing Savings Plus account, Savings Plus will establish an account for you. Your contributions will initially be invested in the Target Date Fund based on your date of birth and your transfer remains invested in this fund until you modify your investment election. You will receive a *Welcome Letter* from Savings Plus once your account is established. The *Welcome Letter* provides instruction on how to set up an online account, manage your account, guidance on determining your investment style, and much more important information.

If you have an existing Savings Plus account, your transfer will deposit according to the current contribution election you have on record.

Past performance is no guarantee of future results.

Additional Information

To obtain additional information about Savings Plus, visit savingsplusnow.com or speak with a Customer Service Representative at (855) 616-4776, and press *4.