



# Transfer Future Leave Accruals to Savings Plus

California Department of Human Resources  
State of California

Complete all sections on the form and return to your Human Resources office by December 31, 2016.

## 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 be included in the annual contribution limit.)

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

Accrual Rate		X	Pay Periods	=	Maximum Hours
<input type="text"/>			<input type="text"/>		<input type="text"/>

**Step 2.** Enter the total number of hours you want to transfer. This number must be in 8-hour increments and be the lesser of the maximum hours calculated in Step 1 or 80 hours.

**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. Roth deferrals and the associated earnings can be taken tax free provided that the withdrawal is made due to attainment of age 59½, death, or disability and the withdrawal is made five (5) years or more after January 1 of the first year that any Roth contribution was made.

### A. 457(b) Plan – Indicate Total Hours to Transfer to Savings Plus 457(b) by Money Type

Pre-Tax	Roth (after-tax)
<input type="text"/>	<input type="text"/>

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

Pre-Tax	Roth (after-tax)
<input type="text"/>	<input type="text"/>

## SECTION 4. Employee Certification

I make this election voluntarily and understand it is irrevocable for the current fiscal year (July 1 – June 30). I waive any right to change the option selected. I understand there is no guarantee the state will offer the option to transfer my leave accruals. If the state determines it cannot offer the option to transfer my leave accruals, this form becomes null and void. I further understand that, if the state offers the option to transfer my leave accruals, but for an amount less than I have requested, my request will be reduced to the lesser amount in the following hierarchy based upon my election: (1) 457(b) pre-tax, (2) 401(k) pre-tax, (3) 457(b) Roth, and (4) 401(k) Roth. If the state offers the option to cash out leave accruals for an amount greater than the number of hours I elected, I may request cash payment for the excess hours.

Signature of Employee	Employee Printed Name	Telephone Number	Date
-----------------------	-----------------------	------------------	------

CC: Employee's Supervisor, Original to Human Resources by December 31, 2016

## Election to Transfer Future Leave Accruals to Savings Plus

You are eligible to complete this form if you are an excluded employee with a vacation or annual leave balance in excess of 640 hours as of December 1, 2016. The transfer to Savings Plus is treated as a contribution and therefore is subject to the annual contribution limits. The annual limits are \$18,000 per plan or \$24,000 per plan if you are age 50 or older. The transfer to Savings Plus is not considered a rollover.

The Internal Revenue Code only allows for the transfer of future leave accruals. An election to transfer future leave accruals to Savings Plus, as indicated in Section 2 and further defined in Section 3, is effective for leave accrued during the January through May pay periods of the following calendar year and is irrevocable for the current fiscal year (July 1 – June 30). The transfer of leave accruals to your Savings Plus account is scheduled to occur in late June or early July 2017.

For a pre-tax transfer, the cash value of the transfer is subject to FICA and Medicare deductions.

For a Roth after-tax transfer, the cash value of the transfer is not subject to deductions for retirement; however, the following mandatory deductions are withheld (if applicable): Federal Tax Withholding, State Tax Withholding, FICA, and Medicare.

**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) 457(b) pre-tax, (2) 401(k) pre-tax, (3) 457(b) Roth, and (4) 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 accruals will become null and void.

## How Your Transfer is Invested with Savings Plus

If you do not have an existing Savings Plus account, Savings Plus will establish an account for you. Initially, your transfer is invested in the Target Date Income Fund 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, how to manage your account, how to determine your investment style, and other important information.

If you have an existing Savings Plus account, your transfer will deposit according to your current contribution allocation.

Past performance is no guarantee of future results.

## Additional Information

To obtain additional information about Savings Plus, visit [savingsplusnow.com](http://savingsplusnow.com) or speak with a customer service representative at (855) 616-4776, and press \*0.