

**Texas Department of Criminal Justice
Retiree Leave Accrual Options**

Employee Name: _____ **Month/Day of Birth:** _____
(mm/dd)

Unit/Department: _____

I have notified my human resources representative of my pending retirement. My human resources representative has explained my options regarding my existing state compensatory and holiday leave balances. I hereby elect the following option:

(Initials) **OPTION ONE: Forfeit State Compensatory and Holiday Leave Accruals**
I understand that, by choosing this option, I will lose any state compensatory and holiday leave accruals remaining at the time of my elected retirement effective date indicated below.

Retirement Effective Date (last calendar day of month):

(mm/dd/yyyy)

****or****

(Initials) **OPTION TWO: Exhaust State Compensatory and Holiday Leave Accruals**
I understand that, by choosing this option, my elected retirement effective date will be after all my state compensatory and holiday leave accruals have been exhausted. My elected retirement effective date will be the date indicated below. I also understand that: (1) I must notify the Employees Retirement System of Texas (ERS) in writing if I previously established a retirement effective date with the ERS; and (2) that the election of this option may change that effective date. A PERS 24, TDCJ Leave Request, is required for use of vacation and overtime, and remaining balances will be paid.

Retirement Effective Date (last calendar day of month):

(mm/dd/yyyy)

Employee Signature: _____ **Date:** _____
(mm/dd/yyyy)

Human Resources Representative Signature: _____ **Date:** _____
(mm/dd/yyyy)

Note to Employee: With few exceptions you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Distribution:
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