Department of Education
Carmen Fariña, Chancellor

APPLICATION FOR RETIREMENT CREDIT FOR LEAVE OF ABSENCE WITHOUT PAY FOR RESTORATION OF HEALTH (OP 183)

Please submit this completed form to: Office of Field Services, 65 Court Street, Room 811, Brooklyn, NY 11201

Please Print

NAME OF APPLICANT:_____ EIS/FILE NO._____

ADDRESS: _____CITY:_____ STATE :_____ ZIP CODE:_____

DISTRICT: _____ BOROUGH : _____ SCHOOL:_____

APPOINTMENT DATE: _____ DOE Email Address:_____

Request for retirement credit for health leave(s) without pay listed below:

FROM: _____TO:_____

FROM: _____TO:_____

FROM: _____TO:_____

Signature of Applicant: _____ Date: _____

REGULATIONS:

1. Service credit for retirement purposes may be recommended for a leave of absence without pay for restoration of Health.
2 .Service credit for retirement purpose may be recommended at the rate of one year credit for each ten years of actual service following regular appointment and immediately preceding the grant of such leave. The maximum credit which may be allowed for retirement purpose shall not exceed one calendar year.
3. Service credit for leave of absence without pay may not be granted for retirement purposes unless the teacher shall have rendered competent, efficient and satisfactory service during the five years preceding the grant of such leave.
4 .Service credit WIIL NOT be granted for the following types of leaves:

(a) Leave to care for a sick member of family
(b) Maternity Leave of absence
(c) Any leave immediately preceding or following maternity leave when the cause is related to the maternity leave.

For example:
1. Health leave immediately preceding or following maternity leave.
2. Leave to care for child following maternity leave.
3. Leave granted to avoid interruption of school organization following maternity leave.
4. Sabbatical leave.

NYC Department of Education/Division of Human Resources,
Office of Field Services, 65 Court Street, Room 811, Brooklyn, New York 11201
Telephone 1-718-935-2900 ● Fax 1-718-935-4559