



**CT TEACHERS' RETIREMENT BOARD**  
**765 ASYLUM AVENUE HARTFORD, CT 06105-2822**  
*"An Affirmative Action/Equal Opportunity Employer"*  
 Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018 www.ct.gov/trb

**PREVIOUS LEAVE OF ABSENCE FORM (TRB FORM 53)**

The Teachers' Retirement Act gives you the opportunity to purchase retirement credit for formal leaves of absence granted by your employing Connecticut Local School District at any time prior to retirement. "Formal leave of absence" means any absence from active service in the public schools of Connecticut formally granted by a member's employer as evidenced by contemporary records of the employer, provided that in the case of an absence due to illness, medical or other evidence of such illness may, at the discretion of the Teachers' Retirement Board, be accepted in lieu of evidence of the formal granting of a leave.

The majority of approved leaves are granted without pay. Occasionally, there are leaves granted with pay for reasons such as sabbatical. Regardless, the salary paid or which would have been paid while on a leave **may not be used in determining your final average salary for purposes of computing retirement benefits**. A member who was active at less than full-time may not purchase any credit as a Previous Leave of Absence.

An absence due to illness for which you were receiving accrued sick leave as provided by Section 10-156 of the Connecticut General Statutes is not considered as a leave of absence. If you were receiving accrued sick leave benefits, your Local School District should have continued to report you as an active contributing member through the monthly transmittal process.

A member may purchase 1) a formal leave of absence of any length that was not purchased as a current leave of absence through the payment of monthly mandatory contributions, or 2) the excess over ten months of a leave of absence that was purchased as a current leave of absence subject to the following limitations:

1. Not more than ten months (1 year) for each five years of active full-time service as a Connecticut teacher.
2. Not more than thirty consecutive school months (3 years).
3. You return to service as a Teachers' Retirement Board member for at least one school year following the leave of absence.

Section A of this form is to be completed by the member and Section B is to be completed by the Local School District. All documentation must be received by CTRB prior to your effective date of retirement in order to be purchasable.

<b>SECTION A: MEMBER INFORMATION (PLEASE PRINT OR TYPE)</b>	
Name	Social Security #
Address	Telephone
City State Zip	Email
In accordance with leave regulations of the CT Teachers' Retirement Board or Family Medical Leave Act, I hereby make application for the service indicated in Section B of this form.	
Member Signature	Date

**SECTION B: CONNECTICUT LOCAL SCHOOL DISTRICT CERTIFICATION**

This is to certify that the Local School District of \_\_\_\_\_ approved a leave of absence for the above-named member from \_\_\_\_\_ to \_\_\_\_\_ with a return date of \_\_\_\_\_.

Name of person completing Section B	Title	Telephone
Address	Email	

**Superintendent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE FORWARD THIS COMPLETED FORM TO CTRB**