



Application For Purchase Of Service Credit Based On Unused Sick Leave

Member to mail completed form to address below

Please print or type clearly and complete with black or blue ink only.

To be eligible to purchase sick leave service credit, the member must be currently employed by an NNERB local administrative unit (LAU) as an active regular member under Section 22-11-2(B) NMSA 1978.

You must attach a printout of the cost estimate for this purchase calculated by your MyNNERB account Service Credit Purchase Estimator on www.nmerb.org. This is only intended to be an estimate of purchasing sick leave service credit. The final cost will be determined by the NNERB and provided to you prior to requiring purchase. **Keep a copy of this application for your records.**

MEMBER INFORMATION

Name (First, Middle, Last)			Last 4 digits of SSN XXX-XX-	
Mailing address				
City	State	Zip	Phone	

I hereby authorize the release of information requested on this form and any additional information necessary for the purchase of service credit based on unused sick leave. **I, the member, shall bear the cost of this purchase.** This purchase cannot exceed a maximum of four calendar quarters of earned service credit and I cannot use more than a maximum of six days of unused sick leave per year of contributory employment to purchase service credit.



X

Member's signature

Date (mm/dd/yyyy)

EMPLOYER CERTIFICATION

Employer name				
Mailing address				
City	State	Zip	Phone	

FTE _____ Total hours of sick leave _____ Total hours of sick leave to be converted _____

All earnings (annualized for part-time employment) to be paid in the current fiscal year.

Beginning July 1, _____ and ending June 30, _____ Gross Wages \$ _____

I certify that the individual identified is an active regular member pursuant to Section 22-11-2(B) NMSA 1978, that the sick leave balances are accurate and verifiable and that a maximum of six days of unused sick leave per year are being used toward this conversion. Once full payment from the member is received, the unused sick leave that is converted to earned service credit shall be cancelled by the employer and said leave shall no longer be available to the member for use or as a basis for monetary payment.

X

Authorized employer signature _____ Email _____ Date (mm/dd/yyyy) _____