PERA

LEAVE REPORTING OVERVIEW

INTRO TO LEAVE REPORTING

WHAT IS AN AUTHORIZED LEAVE?

An authorized leave is any period during which a member is authorized by their employer to refrain from active employment, with or without pay.

WHAT IS THE ANNUAL LEAVE REPORT?

The *Annual Leave Report* is a yearly report listing all employees at your unit who took authorized leaves that had *unpaid hours or ineligible pay.*

WHY IS THE ANNUAL LEAVE REPORT IMPORTANT?

PERA needs the report to offer these employees the opportunity to purchase lost service credit or restore their highest average salary, both of which may impact their pension amount at retirement.

WHO NEEDS TO COMPLETE AN ANNUAL LEAVE REPORT?

Employers with at least one Defined Benefit Plan member must complete the leave reporting process—even if there were no employees with leaves to report.

LEAVE REPORTING PROCESS

TO REPORT A LEAVE,

1. Report all leaves with unpaid hours or ineligible pay on the *Annual Leave Report*.
   a. List both active and terminated employees on the report.
   b. Only report leaves that resulted in unpaid hours or ineligible pay.
   c. Do not report leaves that are fully paid by use of sick, vacation, or other paid time off (PTO).
2. Submit the report via ERIS by
   a. manual entry or
   b. uploading an Excel or text data file.
3. After PERA receives the completed report, we mail a leave purchase estimate to each member.

ELIGIBLE AND INELIGIBLE SALARY

ELIGIBLE SALARY INCLUDES:

- Pay for hours worked
- Overtime/retroactive pay
- Performance-based bonus

INELIGIBLE SALARY INCLUDES:

- Disability insurance payments
- Workers' Comp payments
- PFML payments from:
  - The state,
  - A private vendor, or
  - An employer with a program similar to the state's.

ELIGIBLE PAID TIME OFF (PTO)

Starting with pay issued on July 1, 2026, PTO is eligible as long as the combined total of PTO used, wages for hours worked, and any leave payments, does not exceed the employee's regular average salary.

To calculate PTO hours eligible for PERA reporting with contributions:

1. Add pay for hours worked and leave payments to determine **X**.
2. Subtract **X** from the employee's regular average salary. The remaining amount is the PTO eligible to be reported for contributions.

TIMELINE

LOCAL GOVERNMENT EMPLOYERS

For local government employers,

- The *Annual Leave Report* includes all leaves from the previous calendar year (January 1–December 31).
- The report is due January 31 each year.
- The member has until the end of the current calendar year to make a purchase to restore service credit or their highest average salary.
  - *Interest for the member purchase begins to accrue January 1.*

SCHOOL DISTRICT EMPLOYERS

For school district employers,

- The *Annual Leave Report* includes all leaves from the previous fiscal year (July 1–June 30).
- The report is due July 31 each year.
- The member has until the end of the current fiscal year to make a purchase to restore service credit or their highest average salary.
  - *Interest for the member purchase begins to accrue July 1.*

HOW TO COMPLETE THE REPORT

Employers have two options for submitting their report through ERIS: manual entry or data file.

MANUAL ENTRY

To complete the *Annual Leave Report* via manual entry,

1. Select **Enter Report Data** from the **Annual Leave Report** menu item on the left side of the screen.
2. If there are **no leaves to report,**
   a. Select the box that says, "Check here if you do not have any employees to list on your report."
   b. Select the **Save—Submit to PERA** button.
3. If there are **leaves to report,**
   a. Enter the requested data for your employees. All fields are mandatory.
   b. Select the **Save—Add to Report** for each employee.
   c. Once you're finished adding each employee, select the **Save—Submit to PERA** button.
   d. If you need to make changes, click on the **Amend Report Data** menu item on the left side of the screen.

DATA FILE

To complete the *Annual Leave Report* via data file,

1. Refer to Chapter 9 of the *Employer Manual* for format specifications for your text or Excel file.
2. Select **Transmit Data File** from the **Annual Leave Report** menu item on the left side of the screen.
3. Choose the file you want to upload, then select the **Upload** button.
4. Scroll down to review the data in preview mode. If everything looks correct, select the **Save—Submit to PERA** button.
   a. After you select **Save—Submit to PERA**, you will no longer be able to upload additional files.
   b. If you need to make changes, click on the **Amend Report Data** menu item on the left side of the screen.

OTHER SITUATIONS REFLECTED ON THE REPORT

- If an employee's salary increased during the leave, enter their average salary.
- If an employee took military leave,
  - Report the military leave to PERA within 14 days of the member's reemployment by updating their employment status in ERIS.
  - Report military leave on the *Annual Leave Report*.
- If an employee took multiple leaves in the same year,
  - In most cases, report each leave separately.
  - If the leaves are the same type and occur within 30 days, report the leaves as one continuous leave period.
- If an employee took a leave spanning two years,
  - Report the leave on the *Annual Leave Report* for each year the employee took leave.
  - On the first year's annual report, the leave end date is the last day of the calendar/fiscal year.
  - On the second year's annual report, the leave start date is the first day of the calendar/fiscal year.

TIPS TO PREVENT COMMON ERRORS

Review the tips below to avoid common reporting errors and accurately report leave information.

WHEN LEAVES SHOULD BE REPORTED

Report any authorized leave that resulted in missed or reduced work hours and unpaid or ineligible salary. Do not report leaves that are fully paid through an employee's sick, vacation, or other paid time off (PTO).

WHEN NO LEAVES OCCURRED

If you have no leaves to report, select "Enter Report Data" under Annual Leave Report in ERIS. On the page next page, select "Check here" only if you do not have any employees to list on your report, then select the "Save—Submit to PERA."

WHEN TO ENTER THE LEAVE START DATE

The leave start date is the first day the employee received unpaid or ineligible salary. If the leave began before the reporting year, enter January 1 as leave start date.

WHEN TO ENTER THE LEAVE END DATE

The leave end date is the last day the employee received unpaid or ineligible salary. If the leave continued past the reporting year, use December 31.

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