

## Retiree Accumulated Sick Leave (RASL) Program

### What is the Retiree Accumulated Sick Leave (RASL) Program?

Retirement-eligible employees may receive a percentage payment of their accumulated sick leave balance of 500 to 1,500 hours upon retirement from service. The maximum benefit value is \$30,000, paid out in three annual installments. RASL payments are taxable under Federal and State tax codes and are subject to FICA and Medicare withholdings. You can read more about RASL at:

[http://www.gao.state.az.us/publications/RASL//RASL\\_Q-A\\_in\\_Tri-fold\\_Format.pdf](http://www.gao.state.az.us/publications/RASL//RASL_Q-A_in_Tri-fold_Format.pdf)

- RASL payments are normally mailed directly to employees' homes or direct deposited to a bank account, but a third option would be to defer taxes by directing the first annual RASL payment to a 457 (Deferred Compensation) plan through Nationwide Retirement Solutions. This option is only available for the first payment, not the second or third. The deferral amount is subject to both FICA and Medicare withholdings.

### What steps do I take if I want to apply for RASL?

- 1) Establish an effective retirement date with your State Retirement System (either ASRS, PSPRS, or ORP) that is within 14 calendar days of your separation from ASU.
- 2) Complete the top portion of the RASL Election and Certification Form  
<http://www.gao.state.az.us/publications/RASL/GAO-SL-50.pdf>  
[http://www.gao.state.az.us/publications/RASL/RASL\\_Instructions\\_53107.pdf](http://www.gao.state.az.us/publications/RASL/RASL_Instructions_53107.pdf) (Instructions)
- 3) Complete the Retiree Section of the Retiree Checklist  
[http://www.gao.state.az.us/publications/RASL/RASL\\_University\\_Employee\\_Checklist\\_53106.pdf](http://www.gao.state.az.us/publications/RASL/RASL_University_Employee_Checklist_53106.pdf)
- 4) Complete a Federal Income Tax Form, W-4  
[http://www.asu.edu/hr/forms/documents/w4\\_2008.pdf](http://www.asu.edu/hr/forms/documents/w4_2008.pdf)
- 5) Complete an AZ Income Tax Form, A-4  
[http://www.azdor.gov/ADOR\\_Forms/90-99/91-0041.pdf](http://www.azdor.gov/ADOR_Forms/90-99/91-0041.pdf)
- 6) **IF** you are choosing the Deferred Compensation Plan option, you **MUST** enroll in this plan with Nationwide Retirement Solutions prior to your separation date. Call Wade Sundermann at Nationwide for instructions.
- 7) **IF** you are choosing the Deferred Compensation Plan option, complete and submit a RASL Deferral Notification Form directly to Nationwide Retirement Solutions no later than four weeks after your separation.  
[http://www.gao.state.az.us/publications/RASL/Nationwide\\_Deferral\\_Notification\\_Form\\_53106.pdf](http://www.gao.state.az.us/publications/RASL/Nationwide_Deferral_Notification_Form_53106.pdf)
- 8) Submit the completed forms to either the Tempe campus HR Employee Service Center or the West campus HR Department. **IF** you are choosing the Deferred Compensation option, submit these forms no later than 30 days following your date of separation.

### Questions? Contact..

Tempe campus HR Employee Service Center  
P.O. Box 875612 Tempe, AZ 85287-5612  
or Mail Code 5612  
(480) 965-2701 or [askhr@asu.edu](mailto:askhr@asu.edu)

West campus Human Resources Department  
FAB Annex Mail Code 2051  
(602) 543-8400 or [benefitswest@asu.edu](mailto:benefitswest@asu.edu)

Wade Sundermann, Nationwide Retirement Solutions  
(602) 266-2733 ext 1166 or toll-free 1-800-796-9753

The State of Arizona's RASL Program  
(602) 542-6222 or (602) 542-5699