

November 13, 2023

Good afternoon,

This email is being sent to all Employer Self-Service (ESS) Portal Contacts under the Teachers' Retirement System (TRS).

This is to address the payment of unused sick leave of members who die while actively employed. The Code of Alabama §16-1-18.2 allows the State Comptroller to issue payment for the member's unused sick leave to the beneficiary designated on the Teachers' Retirement Account at the time of the member's death. This payment is issued at 100% of the member's daily rate and will be mailed to the beneficiary by the State Comptroller's office.

The attached COMP-1 form must be mailed to the Teachers' Retirement System along with a certified copy of the deceased member's death certificate; copies of either document will not be accepted. TRS will then verify the beneficiary and forward the form and death certificate to the State Comptroller for payment.

While there is no deadline to submit this application, it is most convenient to do so as quickly as possible.

Sincerely,

The Teachers' Retirement System