



To: All Work Locations
From: Vista Management Company
RE: **M-DCPS Sick Leave Rollover into Vista 401(k) Plan**

On behalf of Miami-Dade County Public Schools, we are pleased to announce the Sick Leave Rollover into the 401(k) Plan. If you are an eligible full-time employee, you may be able to invest the value of 80% of the sick leave you accrue during the 2009-2010 school year into the 401(k) Plan.

By completing the Sick Leave Rollover request on the back of this form and returning it as instructed, you are electing to have the value of sick leave accrued in 2009-2010 rolled over to the 401(k) Plan directly after the school year is completed.

Example:

Employee A accumulates ten (10) sick days and uses less than three sick days during the 2009-2010 school year. Employee A's sick leave balance as of June 30, 2010 is twenty nine (29) days. Employee A has eight (8) sick leave days eligible for rollover. 80% of the dollar value of these 8 days can be rolled over into the 401(k) Plan within three months after the school year is completed.

ELIGIBILITY CRITERIA:

- All full-time employees are eligible, except Managerial Exempt Personnel
- You may not use more than 3 sick days during the 2009-2010 school year
- You are required to maintain at least twenty-one (21) sick leave days in your accumulated balance upon completion of the rollover.
- 80% of the accrued value for the 2009-2010 school year is eligible for rollover as long as you maintain at least twenty-one (21) days in your available sick leave balance

HIGHLIGHTS:

- Great way to accumulate additional retirement savings
- Defer taxes on the money you receive for sick days
- Rollover election must be made prior to June 30, 2009 *see reverse for details*
- Your eligible rollover value will be deposited into the 401(k) within three months after the school year is completed.



M-DCPS Request for sick leave Rollover into Vista 401(k) Plan

I hereby request that I be reimbursed for 80% of the sick leave that I will earn during the period of July 1, 2009 through June 30, 2010 and that the eligible dollar amount is rolled over into a Vista 401(k) account. I understand that my entitlement to this option is contingent on the fact that I will not use more than three (3) sick/personal leave days, or leave without pay (LWOP) during the above period and that I must have a remaining sick leave balance of at least twenty-one (21) days after the rollover into the 401(k).

I understand and agree that this **election is irrevocable** with respect to the eligible dollar amount.

Employee name: _____ Employee number: _____

Email address: _____

Do you currently have a Vista 401(k) account? ___ Yes ___ No

Signature: _____ Date: _____

This form must be received by the office of Risk and Benefits Management no later than June 29, 2009

School Mail code:

SBAB Annex

WL 9112, Room 127A

Attention Cassandra Lavin