



VANTAGECARE RETIREMENT HEALTH SAVINGS (RHS) PLAN ACCRUED LEAVE ELECTION FORM - PAGE 1 OF 2

- Please read these instructions very carefully before you make your election. Return the completed form to your Employer.
- Use this form to designate the amount of accrued leave you wish to have contributed to your RHS account on a pre-tax basis. Your RHS Plan determines the amount of leave that may be contributed, as well as the timing of the contribution. Please consult your RHS Plan Announcement Letter or contact your benefits department for details.
 - Your RHS Plan may allow you to contribute accrued leave each year, while you are employed, and/or you may be allowed to contribute accrued leave at retirement or other separation from service. Your RHS Plan Announcement Letter contains information on elections you may make.
 - As allowed by your RHS Plan, you may make separate elections for different types of accrued leave (vacation, sick, other) at the same time on the same election form, or you may elect them separately on different election forms during different election windows.
 - If your RHS Plan allows you to contribute accrued leave each year during employment, as well as at retirement or separation from service, you must make your elections with respect to the same type of leave at the same time. For example, if you wish to make annual contributions of accrued vacation leave as well as to contribute accrued vacation leave at retirement, both of these elections must be made at the same time on the same form. However, your elections with respect to a different type of leave can be made at another time.
- Please remember that once you designate your contribution, you will be required to make this contribution to your account as indicated on this form and will not be allowed to amend or rescind your election.
- Your election must be made during the election window specified by your RHS Plan. If you do not make your election in the year of your initial eligibility, you may make an election in a later year during the specified open enrollment period. However, your election must be made no later than the election window in the calendar year before the year of the first contribution.

If you are making the election in your initial year of eligibility, your election and contribution may be made in the same year.

A. Required Information

RHS Plan Number: 8 0 RHS Plan Name: _____

Participant Name: _____
Last First MI

Social Security Number: _____ - _____ - _____

B. Election to Contribute Accrued Leave During Employment

Irrevocable Election for Pre-tax Contribution of Accrued Leave During Employment

I hereby direct my employer to make a contribution of my accrued leave each year.

Vacation _____% \$ _____ # of days _____ # of hours _____

Sick _____% \$ _____ # of days _____ # of hours _____

Other _____% \$ _____ # of days _____ # of hours _____

(Please specify type of other leave) _____

(continued on back)

PLEASE RETAIN A COPY FOR YOUR RECORDS AND RETURN THE ORIGINAL TO YOUR EMPLOYER

C. Election to Contribute Accrued leave at Retirement or Separation

Irrevocable Election for Pre-Tax Contribution of Accrued Leave at Retirement or Separation

I hereby direct my employer to make a contribution of my accrued leave upon my retirement or other separation from service:

- Vacation _____ % \$ _____ # of days _____ # of hours _____
- Sick _____ % \$ _____ # of days _____ # of hours _____
- Other _____ % \$ _____ # of days _____ # of hours _____

(Please specify type of leave) _____

D. Signature

By signing this form, I acknowledge that under current Plan rules the contribution election(s) I have made is irrevocable and may not be changed or rescinded. I understand that my election must be made no later than the election window in the calendar year before the year(s) I wish the contribution to be made (except for the year of my initial eligibility to make the election).

If my employer's RHS includes irrevocable elections, I acknowledge that ICMA-RC has reached a resolution with the IRS that provides participants covered under a collective bargaining agreement (CBA) to continue making elective contributions for the term of heir existing contract or until December 31, 2010, whichever comes first. I further acknowledge that I am entering this agreement with knowledge of when our collective bargaining agreement expires.

Participant Signature: _____ **Date:** _____

E. Employer Use Only

Received on: ____ / ____ / ____ **Processed on:** ____ / ____ / ____ ***Effective:** ____ / ____ / ____
Month Day Year Month Day Year Month Day Year

- * • Newly eligible participant, contributions may be made in the same year as the election.
- For other participants, contributions may not be made until the calendar year following the year of the election or the actual year of the separation, if later.

Employer remittance instructions: Please remit these contributions to ICMA-RC via EZ Link as "Employee Pre-Tax" contributions.