



# PENNRIDGE SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

1200 North Fifth Street • Perkasio, Pennsylvania 18944

## Human Resources

**TO:** District Administrators

**DATE:** May 1

**RE:** *Banking Vacation Days for T.S.A. Contributions*

Administrators may request up to five (5) unused vacation days earned at the end of the school calendar year be designated for contribution to a tax sheltered annuity plan up to the maximum yearly contribution permitted by law. For each unused vacation day, the rate of the District's contribution shall be at the "per diem" rate.

If you wish to request up to five (5) unused vacation days be contributed to a tax sheltered annuity plan, please complete this form (indicating your TSA account), sign and return to the Human Resources Department no later than **June 1<sup>st</sup>**. (Please note: you must have a tax sheltered annuity in place before electing this option. The Payroll Department can supply you with a list of companies along with a salary reduction form that must be completed with any TSA change.) **PAYMENT WILL ONLY BE ISSUED IN FULL OR HALF DAYS (NOT IN HOURS).**

I request \_\_\_\_\_ day(s) of unused vacation days from this school year at the per diem rate of pay be designated for contribution to a tax sheltered annuity plan.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emp #

\_\_\_\_\_  
TSA Account Vendor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Building

**Human Resources Department Use Only:**

Current School Year:	# of Days being Requested for TSA Contribution	Per Diem Rate	Total TSA Contribution	Kronos Updated	Sent to Payroll
		\$	\$		