



# Member Handbook

## Regular Plan & Plan B

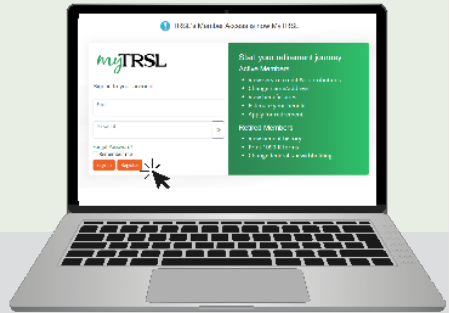
### What's inside...

Prepare now for retirement later	2
How does my TRSL retirement plan work?	3
What retirement plan am I in?	4
Benefits of TRSL membership	5
What will my monthly benefit be?	7
What is service credit?	7
What is final average compensation?	8
What is a benefit factor?	9
Annual member statements	10
Choosing a retirement option	11
When can I retire?	13
How do I apply for retirement?	15
What happens to my sick & annual leave?	19
Retaining TRSL membership	21
Key TRSL retirement plan provisions	22

# Prepare NOW for retirement LATER

## Register for myTRSL

- TRSL's secure online myTRSL enables you to view and update your account information.
- If you haven't registered for myTRSL, visit [myTRSL.org](http://myTRSL.org) and follow the easy registration instructions.



## Active members can:

- View annual statements
- Estimate benefit with calculators pre-loaded with your account information
- Update name, mailing address, and e-mail address
- Apply for retirement

Register or log in at [myTRSL.org](http://myTRSL.org).

## Keep your beneficiary information current

Complete and submit to TRSL the appropriate form below:

- **Active members:** *Beneficiary Designation for Non-Retired Members* (Form 3)
- **Option 1 retirees:** *Change of Beneficiary for Option 1 Retiree* (Form 3A)

## Submit required documents

- Submit birth certificates and Social Security cards for yourself and your beneficiary(ies). These can be uploaded in myTRSL.

## Register for a TRSL workshop or webinar

- Register at [www.TRSL.org](http://www.TRSL.org) and get your questions answered.

## Find more online @ [www.TRSL.org](http://www.TRSL.org)

Find information, brochures, and forms to guide you through the process.

- **ASK TRSL:** [www.TRSL.org/ask\\_TRSL](http://www.TRSL.org/ask_TRSL)
- **Facebook:** *Teachers' Retirement System of Louisiana*
- **Twitter:** [@TRSLonline](https://twitter.com/TRSLonline)
- **YouTube:** *TRSLonline*

---

# How does my TRSL retirement plan work?

## **You have a defined benefit retirement plan, often called a pension.**

Your TRSL benefit is paid to you for your entire life, and is calculated using three factors:

1. your years of TRSL service credit,
2. your final average compensation (FAC), and
3. a benefit factor (2.0% or 2.5%).

These three factors, multiplied together, total the maximum TRSL benefit that you are eligible to receive.

Your retirement income from TRSL is based on these factors, not on how much you contribute to your retirement or the balance in a retirement account.

## **How is my retirement funded?**

Your retirement is funded by a percentage of your salary and contributions from your employer. Employee and employer contributions are transferred to TRSL and maintained in a trust fund. TRSL pools and invests the contributions. These contributions and the interest earned on TRSL investments pay for your future lifetime retirement benefits.

Most TRSL members do not participate in Social Security, which often makes TRSL their primary source of retirement income.

## **How much do I contribute to my TRSL retirement?**

TRSL administers two retirement plans. Employee contribution rates for each plan are as follows:

- **REGULAR PLAN** – 8.0% of salary
- **PLAN B** – 5.0% of salary (also participates in Social Security)



## What TRSL retirement plan am I in?

The plan you are in is determined by your position (and sometimes, where you are employed). Most TRSL members belong to the Regular Plan.

**REGULAR PLAN** includes most TRSL members employed as teachers, administrators, etc.

**PLAN B** includes school food service employees in the following parishes: Allen, Assumption, Avoyelles, Cameron, Catahoula, Concordia, DeSoto, East Feliciana, Jefferson, Jefferson Davis, Lafayette, LaSalle, Morehouse, Orleans, Red River, St. Helena, St. John the Baptist, St. Mary, Washington, and West Feliciana. These members also participate in Social Security.

Each plan has slight differences in retirement eligibility requirements, employee contribution rates, and benefit computation methods.



Unsure which plan you're in? Log into myTRSL at [myTRSL.org](https://myTRSL.org). Your plan is listed under "**Employment Summary**" in the "My Account" tab.

*NOTE: Since 1983, another retirement plan administered by TRSL (School Lunch Plan A) has been closed and has stopped enrolling new members. Please contact TRSL for information about Plan A.*



## Benefits of TRSL Membership

With five years of TRSL service credit, you are vested and may be eligible for the following valuable TRSL benefits:

- **Survivor benefits for your family.** Should you die during active service, TRSL survivor benefits provide added financial security for your spouse and/or minor children.
- **Deferred retirement option.** If you leave your TRSL-covered job, you can leave your contributions with TRSL and apply for retirement once you reach the age for eligibility.
- **Disability retirement.** Members can apply for disability retirement if they acquire a permanent disability while actively employed and meet all eligibility requirements. *NOTE: Individuals who joined a public retirement system after January 1, 2011 must have 10 years of service for disability retirement eligibility. See our TRSL Disability Retirement handbook for more information.*



## TRSL User's Guide

Want an abbreviated guide to your TRSL membership? Check out the TRSL User's Guide at [www.TRSL.org](http://www.TRSL.org).



### Optional programs

Several optional programs are available that can help you attain your financial goals:

- **Deferred Retirement Option Plan (DROP)**
- **Initial Lump-Sum Benefit (ILSB)**
- **Optional Retirement Plan (ORP)** — for unclassified employees in postsecondary education

It is important to review these programs to see if they are right for you and whether you meet eligibility requirements. For more information, visit [www.TRSL.org](http://www.TRSL.org).

### Were you an ORP participant?

If you have service credit in the defined benefit plan that was earned prior to joining the Optional Retirement Plan (ORP), that service credit can only be used to calculate your benefit. Generally, pre-ORP service credit does not count toward eligibility for retirement, disability, or survivor benefits. Additionally, ORP participation time does not count toward service credit in the defined benefit plan and cannot be purchased.



---

# What will my monthly retirement benefit be?

Your lifetime retirement benefit is calculated using a formula set by state law. This formula calculates the maximum monthly retirement benefit for which you are eligible, and is based upon three factors: (1) your TRSL service credit, (2) final average compensation (FAC), and (3) a benefit factor of 2.0% or 2.5%.

BENEFIT FORMULA	EXAMPLE
Years of Service Credit	30 Years
×	×
Final Average Compensation (FAC)	\$58,000 FAC
×	×
Benefit Factor (2.0% or 2.5%)	2.5% Benefit Factor
=	=
Maximum Retirement Benefit	\$43,500 (\$3,625/month)

## What is service credit and how do we use it?

Service credit is the amount of time you work and contribute to TRSL.

**TRSL uses service credit for two purposes:** (1) to determine when you are eligible to retire, and (2) to calculate your retirement benefit.

For many members, the amount of service credit they have for retirement eligibility and benefit computation is the same. For some, however, the amounts may be different. This can happen when a member works part-time or takes sabbatical leave.

Service credit can also include any of your unused sick and/or annual leave. At the time you retire, TRSL converts your unused sick and/or annual leave to service credit for benefit computation purposes. **Unused sick or annual leave at the time you retire cannot be used to attain eligibility for retirement.**



You can see how much service credit you have for retirement eligibility and benefit computation purposes by reviewing your TRSL account online through myTRSL at [myTRSL.org](https://myTRSL.org).

---

## **How do I earn service credit?**

- You earn one year of service credit for each full year worked.
- You cannot earn more than one year of service credit in a 12-month period that begins July 1 and ends June 30.
- If you do not work a full year, your service credit for that year will likely be based on a percentage of the actual salary paid to you, divided by what you would have earned if you had worked the full year.
- In most cases, if you go on leave without pay (LWOP), you will not earn a full year of service credit.
- You can increase your service credit through a purchase, transfer, or reciprocal recognition agreement. For more information about purchasing service credit, see our handbook *Purchases and Transfers of Service Credit*, available at [www.TRSL.org](http://www.TRSL.org).

## **What if I work part time?**

Members with part-time or sabbatical service credit may receive full credit for retirement eligibility purposes, but only partial service credit for benefit computation purposes. These members may find they are eligible for retirement or DROP participation earlier than expected, but their benefits may be less than anticipated.

Members with part-time service or sabbatical leave (especially those nearing retirement or DROP participation eligibility) should contact TRSL to have their records verified.

## **What is final average compensation (FAC)?**

The FAC is the average of your highest years of salary consecutively earned. TRSL looks at your entire salary history to find the three or five years of highest consecutive earnings to calculate your FAC, based upon when you first became a member of one of Louisiana's four state public retirement systems: Teachers' Retirement System of Louisiana (TRSL), the Louisiana State Employees' Retirement System (LASERS), the Louisiana School Employees' Retirement System (LSERS), and the Louisiana State Police Retirement System (LSPRS).

---

State law places a 10% or 15% salary cap in each of the years used to determine your FAC.

- **10% salary cap:** Used for individuals who first joined one of the four state retirement systems **prior to** January 1, 2011
- **15% salary cap:** Used for individuals who first joined one of the four state retirement systems **on or after** January 1, 2011

The salary cap does not apply when the cap is exceeded solely because of a legislative act or a system-wide raise for cities, parishes, and colleges or universities.

To test for a cap on salary increases in the first year of earnings, TRSL requires a base year of salary. The base year is the year immediately preceding your three or five highest years of salary consecutively earned.

*NOTE: There is also a 25% limit on salary increases for the 12 months during which a classroom teacher changes employment to that of a classroom teacher in another parish.*

### **Does overtime count toward my FAC?**

Yes, it does. Overtime is considered a part of your salary for retirement purposes. This includes differential pay, contract pay, and grants paid to a TRSL member, unless those earnings are received because of employment normally eligible for a different retirement system.

### **What is a benefit factor?**

This is a percentage used to calculate your retirement benefit. Your retirement plan and the date you joined TRSL determine which benefit factor will be used to compute your retirement benefit.

<b>Retirement Plan</b>	<b>Benefit Factor</b>
<b>Regular Plan:</b> <i>Joined prior to July 1, 1999*</i>	<b>2.0% or 2.5%</b>
<b>Regular Plan:</b> <i>Joined on or after July 1, 1999</i>	<b>2.5%</b>
<b>Plan B</b>	<b>2.0%</b>

*\*Age and years of service determine whether a 2.0% or 2.5% benefit factor will be used to calculate the benefit.*

**See how DROP/ILSB eligibility and benefit factors may differ. Read our DROP Handbook and ILSB brochure at [www.TRSL.org](http://www.TRSL.org).**

---

# Annual member statements

Member statements detail the salaries, contributions, and service credit reported by your employer(s) for each fiscal year, in addition to your accumulated funds and total service credit. Members with at least five years of TRSL service credit will also see a retirement benefit estimate based upon employment information on record.



The most recent member statements are typically made available every August in TRSL's secure online portal, myTRSL.

***Carefully check all of the information on your statement, including your home address and designated beneficiary(ies).***

## ***What should I do if my member statement is incorrect?***

An uncorrected error could affect your future retirement benefit. If you believe the information on your statement is inaccurate, contact your employer and ask them to submit corrections to TRSL.

- Your employer has three years to correct any errors in salary reported to TRSL by paying the correct amount of employee and employer contributions plus interest. So, it's important to *notify them as soon as you notice any discrepancies* in salary, service credit, or contributions.
- For any corrections to earnings or salary made more than three years after a contribution report is due, TRSL will require that the actuarial cost of the service credit be paid by the responsible parties (which may include you and/or your employer).

Feel free to contact TRSL about any problem that cannot be resolved by your employer.

## ***Appeals***

You can file an appeal if you feel your rights under state law and/or the policies of TRSL have been violated. It is the duty of the TRSL Board of Trustees to hear such appeals and issue timely written decisions in these cases. Appeals can be made in writing to:

**TRSL Board of Trustees  
P.O. Box 94123  
Baton Rouge, LA 70804-9123**

# Ready to Retire?

You'll need to choose a retirement option. This option will determine the retirement benefit you and your beneficiary (if you choose) will receive each month.

If you meet eligibility requirements for DROP or retirement, TRSL will mail you an affidavit with eight different retirement options. You must select one retirement option and return the notarized affidavit to TRSL.

Retirement Option	Member Benefit	Beneficiary Benefit
<b>Maximum Option</b>	Member receives largest monthly benefit possible.	None

**NOTE:** All monthly benefits cease at member's death. Only the amount of member contributions that have not been paid out in monthly benefits or in DROP deposits and interest is due the member's estate.

<b>Option 1</b>	Member receives a monthly benefit slightly less than Maximum Option. Age at retirement is one factor upon which the reduction is based.	More than one beneficiary can be designated, and member/retiree can change it at any time.
-----------------	---	--

**NOTE:** Beneficiary receives a lump-sum payment that is calculated based upon several factors and also reduced by the amount of benefits the member received before death. Option 1 cannot be selected if member participates in Initial Lump-Sum Benefit (ILSB).

Under the next six benefit options, only one beneficiary can be named and that beneficiary can never be changed, even if the beneficiary dies before the member. These options provide a retirement benefit that is actuarially reduced from the Maximum Option benefit. Reductions are based on your age at retirement and the age of your named beneficiary.

Designated beneficiaries of retirees receive a lifetime retirement benefit from TRSL based upon the retirement option chosen by the retiree at the time he or she retired or entered DROP. *(If the designated beneficiary of a retiree is someone other than the spouse, the election of the retirement beneficiary will be voided if there are minor children.)*

	<b>Member Benefit</b>	<b>Beneficiary Benefit</b>
<b>Option 2</b>	Member receives an actuarially reduced monthly benefit.	Beneficiary receives same lifetime benefit member received.
<b>Option 2A (Pop Up)*</b>	Member receives a monthly benefit slightly less than Option 2.	Beneficiary receives same lifetime benefit member received.
<b>Option 3</b>	Member receives a monthly benefit greater than Option 2 or 2A benefit.	Beneficiary receives lifetime benefit equal to ½ of benefit amount member received.
<b>Option 3A (Pop Up)*</b>	Member receives a monthly benefit greater than Option 2 or 2A benefit but less than Option 3 benefit.	Beneficiary receives lifetime benefit equal to ½ of benefit amount member received.
<b>Option 4</b>	Member receives a reduced monthly benefit based upon amount member designates for beneficiary.	Beneficiary receives lifetime benefit designated by member, not to exceed the Option 2 benefit amount.
<b>Option 4A (Pop Up)*</b>	Member receives a reduced monthly benefit based upon amount member designates for beneficiary.	Beneficiary receives lifetime benefit designated by member, not to exceed the Option 2 benefit amount.

*\*If beneficiary dies before member, the member's benefit "pops up" to Maximum Option. However, a new beneficiary cannot be named.*

**Annual COLA Option (ACO):** An additional retirement option provides a retiring member a self-funded, guaranteed annual 2.5% cost-of-living adjustment (COLA) by accepting an actuarially reduced retirement benefit. For more information, see our brochure *Annual COLA Option (ACO)* at [www.TRSL.org](http://www.TRSL.org).

## How do I get an estimate?

You can create a benefit estimate with TRSL's retirement calculators, pre-loaded with your information. Just log into TRSL's secure myTRSL to get started. Or, complete and submit to TRSL a Benefit Estimate Request (Form 10), available at [www.TRSL.org/forms](http://www.TRSL.org/forms).

# When can I retire?

TRSL members must meet certain age and service credit requirements to retire. Eligibility requirements are based upon the plan you are in and when you first became a member of one of Louisiana's four state public retirement systems: TRSL, State Employees, School Employees, or State Police.

**DROP/ILSB benefit factors and eligibility may differ. Please see TRSL's *DROP Handbook* and *ILSB brochure* for more information.**

## REGULAR PLAN: Retirement eligibility

In the TRSL Regular Plan, eligibility for retirement is determined by the date you joined TRSL. Refer to the membership dates below to find the retirement eligibility criteria that apply to you.

### Membership prior to July 1, 1999

<b>2.0% benefit factor</b>	<ul style="list-style-type: none"><li>• At least age 60 with at least 5 years of service credit*, or</li><li>• Any age with at least 20 years of service credit*</li></ul>
<b>2.5% benefit factor</b>	<ul style="list-style-type: none"><li>• At least age 65 with at least 20 years of service credit**, or</li><li>• At least age 55 with at least 25 years of service credit, or</li><li>• Any age with at least 30 years of service credit</li></ul>

### Membership between July 1, 1999 - December 31, 2010

<b>2.5% benefit factor</b>	<ul style="list-style-type: none"><li>• At least age 60 with at least 5 years of service credit*, or</li><li>• At least age 55 with at least 25 years of service credit, or</li><li>• Any age with at least 20 years of service credit* (actuarially reduced), or</li><li>• Any age with at least 30 years of service credit</li></ul>
----------------------------	--

### Membership between January 1, 2011 - June 30, 2015

<b>2.5% benefit factor</b>	<ul style="list-style-type: none"><li>• At least age 60 with at least 5 years of service credit*, or</li><li>• Any age with at least 20 years of service credit* (actuarially reduced)</li></ul>
----------------------------	--

### Membership on or after July 1, 2015

<b>2.5% benefit factor</b>	<ul style="list-style-type: none"><li>• At least age 62 with at least 5 years of service credit*, or</li><li>• Any age with at least 20 years of service credit* (actuarially reduced)</li></ul>
----------------------------	--

\*Excludes military service purchased after September 10, 1982

\*\*Excludes any military service



## What does actuarially reduced mean?

Retiring with 20 years of service credit is considered an early retirement. Therefore, the retirement benefit is reduced based upon the number of years it would have taken you to reach the next retirement eligibility criteria (regular retirement). The greater the number of years to regular retirement, the greater the actuarial reduction will be.

*NOTE: Early retirement for those who joined TRSL prior to July 1, 1999, is calculated with a lower 2.0% benefit factor.*

## PLAN B: Retirement eligibility

Plan B includes school food service employees who work in parishes listed on page 4. Plan B members also participate in Social Security.

Retirement eligibility for Plan B is determined by the date you joined TRSL. Refer to the membership dates below to find the retirement eligibility criteria that apply to you.

### Membership prior to July 1, 2015

#### 2.0% benefit factor

- At least age 60 with at least 5 years of service credit\*, or
- At least age 55 with at least 30 years of service credit

### Membership on or after July 1, 2015

#### 2.0% benefit factor

- At least age 62 with at least 5 years of service credit\*, or
- Any age with at least 20 years of service credit\*, (actuarially reduced)

*\*Excludes military service purchased after September 10, 1982*

---

# How do I apply for retirement?

You can apply for retirement up to 12 months before your desired date of retirement. Please complete all purchases, transfers, and reciprocals of service credit before your retirement date.

See our handbook, *Purchases and Transfers of Service Credit*, for more information about purchasing or transferring service credit.



**Apply online!** The easiest way to apply for retirement is online through myTRSL. If you aren't registered, visit [myTRSL.org](https://myTRSL.org) and follow the easy instructions.

## **Or complete and submit the following forms:**

- *Application for Service Retirement, ILSB, or DROP (Form 11)*
- *Direct Deposit of Benefits (Form 15D)*
- *Withholding Certificate for Periodic Pension or Annuity Payments (IRS Form W-4P)*

**NOTE: For information regarding termination of employment after DROP participation, please see our DROP Handbook.**

## **Copies of other documents you'll need to submit**

You can upload through myTRSL.

- Social Security cards (member and beneficiary/ies)
- Birth certificates (member and beneficiary/ies)
- Marriage license to current spouse
- Death certificate, if spouse is deceased

For a list of other acceptable records in place of a birth certificate, refer to the *Retirement Application Checklist* on the "Brochures" page of [www.TRSL.org](https://www.TRSL.org). If you meet eligibility requirements for retirement, TRSL will send you an *Affidavit of Retirement Option Election* (Form 11E or Form 11E-5) so you can select a retirement option.



**REMEMBER: Write your name and full Social Security number on each document you submit to TRSL.**

---

TRSL recommends that you coordinate your retirement date with your employer and inform TRSL of any change before cashing or depositing a retirement benefit check. Once you cash or deposit (includes direct deposit) a benefit check, you are considered retired and cannot cancel your application or change your retirement date.



## When will I get my first retirement check?

By law, TRSL can issue your initial retirement payment only after a minimum 30-day waiting period from your date of retirement.

Retirement benefit payments, including estimated benefit payments, are made on the first of each month, pending completion of the minimum 30-day waiting period. TRSL generally begins paying estimated benefits after the properly executed retirement option affidavit and completed *Direct Deposit of Benefits* (Form 15D) are returned to TRSL by the payroll deadline, which is usually the third week of the month. The first retirement payment will be a paper check that will be mailed to your home address. State law requires TRSL to make subsequent payments by direct deposit. Your monthly retirement payments are based on the retirement option you choose. See pages 11-12 for information about benefit options.

*EXAMPLE: If your retirement date is June 6, the benefit can be set up for the August 1 payroll as long as TRSL receives the necessary forms by the payroll deadline.*

## What is an estimated benefit payment?

Estimated benefit payments are payments you will receive from TRSL until your employer verifies all of the information TRSL needs to calculate your final retirement benefit amount, including unused sick and annual leave. These payments are calculated based on information TRSL currently has on file, which is subject to change as determined by your employer. Until TRSL receives verification from your employer, you will receive monthly estimated benefit payments.

---

## When will my benefit be finalized?

TRSL will finalize your benefit once all required information is received from you and your employer(s). Until that time, you will receive an estimated benefit.

### **About estimated benefit payments:**

- Once your benefit is finalized, TRSL will retroactively pay you additional retirement benefits due, if any, going back to your date of retirement.
- Retroactive payments are paid in the month the final benefit amount is calculated.

## When will I have access to my retirement benefits made by direct deposit?

Benefits are made available for deposit directly into your checking or savings account on the first of the month. However, when the first of the month falls on a weekend or a holiday, some financial institutions post the deposit to your account the next business day. Contact your banking institution to find out when funds will be posted and available.

**Changing banks?** To change your banking institution and/or account information, submit a new direct deposit form with your new financial institution's information. Direct deposit forms for regular retirement benefits and DROP withdrawals are available at [www.TRSL.org/forms](http://www.TRSL.org/forms).

## Can I cancel my retirement application?

You can cancel your retirement application by sending TRSL a signed and dated written request by mail, e-mail, or fax.

*Remember, once a retirement benefit payment has been cashed (or directly deposited), you are considered retired and cannot cancel your application or change your retirement date.*



## Did You KNOW?

After retiring and receiving your first TRSL benefit check, if you take on a position eligible for TRSL membership, you must have at least one weekday break in service or your retirement designation may not be valid.

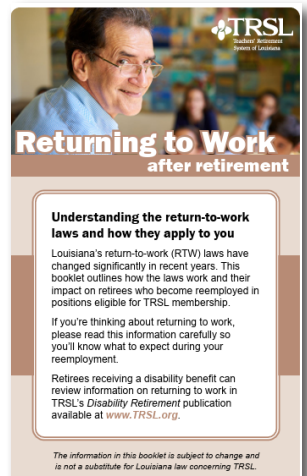


For example, if your last day of work is Friday, your retirement date would be Saturday. You could return to work on Tuesday. Monday would be the one weekday break in service.

## Can I go back to work after retirement?

Once you retire, reemployment in a position eligible for TRSL membership will be subject to the state's return-to-work laws.

For more information, please see our brochure, *Returning to Work after Retirement* or visit [www.TRSL.org/rtw](http://www.TRSL.org/rtw).



---

# What happens to my sick & annual leave?

## Sick leave

Sick leave is a benefit of employment, and is subject to the authority of your employing agency. However, **unused** sick leave is an important part of your retirement because it can increase your monthly benefit when converted to service credit.

After you have submitted an official application for retirement and are retired, TRSL converts your unused sick leave to service credit in your final benefit amount calculation. For more information, see our brochure *Sick Leave & Conversion to Service Credit* at [www.TRSL.org](http://www.TRSL.org).

### ***What you should know about sick leave:***

- Unused sick leave cannot be used to attain eligibility for retirement. Eligibility must first be attained; then unused sick leave credit is used to calculate the final amount of your retirement benefit.
- The amount of unused sick leave that can be used to compute your benefit depends on when the sick leave was earned. Different laws govern sick leave credit based on when the leave was earned:
  - » on/before June 30, 1988;
  - » between July 1, 1988 and June 30, 1990; and
  - » on/after July 1, 1990.
- The amount of sick leave that an employer allows a member to accumulate may be different from the amount state law will allow for retirement benefit computation credit.
- At its discretion, your employer may pay you up to 25 days of unused sick leave at your daily rate of pay upon retiring or entering DROP.



## Annual leave

Members are eligible to receive credit for unused annual leave if it is purchased at actuarial cost. This leave must have accrued under established leave regulations, and an employee attendance record must have been maintained by the employer.

### *What you should know about annual leave:*

- If purchased at an actuarial cost, unused annual leave can be converted to service credit for use in computing your final retirement benefit amount; it cannot be used to attain retirement eligibility.
- The formula for computing unused annual leave is to divide the annual leave days remaining by the days of the contract to determine the percentage of the year for retirement credit.
- For a member to obtain credit for unused annual leave, TRSL must receive official certification of the member's accrued annual leave for which an attendance record was maintained by the employer.
- Members who earn annual leave (usually 12-month employees) are typically paid for 300 hours or 37.5 days of annual leave by their employers upon termination of employment. The number of days for which a member is paid is deducted from the number of days certified as unused by the employer.
- At its discretion, the employer can pay up to 50% of the purchase price to convert unused annual leave to service credit. However, if the employer makes such a payment for one employee, it must do the same for all employees.

---

## Retaining TRSL Membership

If you become employed in a position which would normally require you to enroll in another Louisiana public retirement system, you may be eligible to remain in TRSL. Under state law, you can elect to retain membership in TRSL if you meet all of these criteria:

- You have a minimum of five years of TRSL service credit.
- Your new position is with a Louisiana public agency and is not covered by the Parochial Employees' Retirement System of Louisiana or the Clerks' of Court Retirement and Relief Fund. If you decide to remain in TRSL instead of joining another retirement system, you must make an irrevocable election to retain your TRSL membership by completing and submitting to TRSL an *Election to Retain Membership* (Form 2R) within 60 days of your new employment.

## Why retain TRSL membership?

Retaining membership means that you will continue to accrue service credit toward retirement eligibility with your same retirement system. If you join another retirement system instead of retaining membership in TRSL, you will become a new member of that system.

All of your years in TRSL will not count toward retirement eligibility or benefits unless you actuarially transfer your service credit to your new retirement system or establish a reciprocal recognition of service credit between both systems.

If you are considering a position that would make you eligible for membership in another Louisiana public retirement system, we urge you to contact TRSL. You may be eligible to retain your TRSL membership if you meet the criteria listed above.

---

# REGULAR PLAN

## KEY PLAN PROVISIONS

<b>Membership</b>	Most TRSL members are in the Regular Plan which includes those employed in any of the classifications defined by law as a “teacher.”
<b>Contribution Rate</b>	8.0% of salary
<b>Retirement Eligibility</b> (see page 14)	There are different eligibility requirements for members who joined TRSL: <ul style="list-style-type: none"><li>• prior to July 1, 1999;</li><li>• between July 1, 1999 - December 31, 2010;</li><li>• between January 1, 2011 - June 30, 2015; and</li><li>• on or after July 1, 2015.</li></ul>
<b>Benefit Formula</b> (see page 7)	$\begin{array}{c} \text{Years of service} \\ \times \\ \text{final average compensation (FAC)} \\ \times \\ \text{benefit factor (2.0\% or 2.5\%)} \end{array}$
<b>Disability Retirement</b>	Members can apply for disability retirement if they acquire a permanent disability while actively employed and meet all eligibility requirements. See our <i>TRSL Disability Retirement</i> handbook for more information.
<b>Survivor Benefit</b>	The spouse and minor child(ren) of a member may be eligible for survivor benefits if the member dies while actively employed and had at least five years of TRSL service credit. See our handbook, <i>Death and Survivor Benefits</i> .

# PLAN B

## KEY PLAN PROVISIONS

<p><b>Membership</b></p>	<p>Includes school food service employees who work in the 20 parishes that have not withdrawn from Social Security coverage. See page 4 for a list of Plan B parishes.</p>
<p><b>Contribution Rate</b></p>	<p>5.0% of salary. <i>NOTE: Plan B members also contribute to the old-age portion of Social Security and become eligible for unreduced Social Security benefits when reaching the required age for Social Security retirement.</i></p>
<p><b>Retirement Eligibility</b> (see page 13)</p>	<p>There are different eligibility requirements for members who joined TRSL:</p> <ul style="list-style-type: none"> <li>• prior to July 1, 2015</li> <li>• on or after July 1, 2015.</li> </ul>
<p><b>Benefit Formula</b> (see page 7)</p>	$\begin{array}{c} \text{Years of service} \\ \times \\ \text{final average compensation (FAC)} \\ \times \\ 2.0\% \text{ benefit factor} \end{array}$
<p><b>Disability Retirement</b></p>	<p>Members can apply for disability retirement if they acquire a permanent disability while actively employed and meet all eligibility requirements. See our <i>TRSL Disability Retirement</i> handbook for more information.</p>
<p><b>Survivor Benefit</b></p>	<p>The spouse of a member may be eligible to receive survivor benefits if the member dies while actively employed and had at least 20 years of TRSL service credit. Social Security pays minor child benefits. See our handbook, <i>Death and Survivor Benefits</i>.</p>

# Questions about your retirement?

## We're here to help!

**Physical address:**

8401 United Plaza Blvd, Ste 300  
Baton Rouge LA 70809-7017

**Mailing address:**

PO Box 94123  
Baton Rouge LA 70804-9123

**Telephone:** 225-925-6446

**Toll free (outside Baton Rouge area):**  
1-877-ASK-TRSL (1-877-275-8775)

**Questions:** [www.AskTRSL.org](http://www.AskTRSL.org)

**Web:** [www.TRSL.org](http://www.TRSL.org)

Facebook | X | YouTube | Instagram  
@TRSLonline

LinkedIn

*Teachers' Retirement System of Louisiana*



*Last revised April 2026*

This is an electronic document. The Teachers' Retirement System of Louisiana did not incur any printing costs.