Express Benefit Form

The CalSTRS Express Benefit form (SR0554E) is used by employers to report accumulated unused sick leave for members who are retiring. When completing the Express Benefit form, the employer must certify the member’s last day of work and last day of compensation. These dates do not need to be the same. The member’s last day worked should be the date in which they terminated employment.

For a member retiring the same month in which they completed the required number of days for the full-time position or full-time equivalent (FTE), which is generally May or June only, his or her retirement date may be prior to the last day of compensation. For example if a member completes the required number of days to fulfill the full-time position or his or her FTE on June 8 and the last day paid is June 30, his or her retirement date can be as early as the day after their last day worked (June 9). This is because he or she has worked the required number of days by June 8.

For a member not retiring in the month in which he or she completes the required number of days of the full-time position or the FTE, the last day worked and last day of compensation in most cases should be the same date. Since he or she did not complete the required number of days of the full-time position or FTE, the first day they are eligible to retire is the day after the last day of compensation. For example if a member terminates employment on November 5 the earliest retirement date the member can elect is November 6.

If a member works December 1 through December 20 and school is closed December 21 through December 31 the earliest day he or she can retire is January 1 because the member is receiving compensation through December 31.

Service Retirement will mail letters to members, whose retirement date is prior to the last day of compensation as reported on the CalSTRS Express Benefit form, instructing them to resolve the discrepancy in dates with their employer. If you have questions about the Express Benefit Form you can contact Service Retirement at expressbenreport@CalSTRS.com.