



# Notice of Intent to Take Developmental Leave

TRS215 (08-24)

PO Box 149676  
Austin, Texas 78714-0185  
(800) 223-8778  
www.trs.texas.gov



## TO BE COMPLETED BY MEMBER

**This form must be received by TRS before your developmental leave begins**

Name \_\_\_\_\_ TRS Participant ID or Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Name of Employer \_\_\_\_\_  
School District, College, University, etc.

Leave has been approved to Begin \_\_\_\_\_ End \_\_\_\_\_

I intend to take developmental leave for the following purpose:  travel,  study,  research,  other

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

### Requirements to Establish TRS Service Credit for Developmental Leave

- The member must file a completed form TRS215, including the employer's certification, with TRS before the developmental leave begins.
- A member may establish no more than two years of developmental leave service credit.
- Developmental leave creditable in TRS is absence from membership service for a school year that is approved by the member's employer for study, research, travel, or other purpose designed, as determined by the employer, to improve the member's professional competence.
- A member is eligible to establish credit for developmental leave if the member:
  - o has at least five years of service credit in TRS before the leave occurs and at the time the required deposits for the credit are paid; and
  - o has established at least one year of membership service credit following developmental leave.
- To establish credit, the member must deposit with TRS for each certified year of developmental leave credit the actuarial present value, at the time of deposit, of the additional standard retirement annuity benefits that would be attributable to the purchase of the service credit.
- To qualify for purchase and one year of credit with TRS, the developmental leave must cover a period of at least 90 days during a school year, as determined under TRS Rule 25.131 (Required Service) and TRS policies implementing that rule.

## TO BE COMPLETED BY EMPLOYER

I certify that the above named member's developmental leave meets the requirements set forth in Section 823.402(b) of the Texas Government Code during the period and for the purpose stated above.

Signature of TRS Reporting Official \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Email Address