



# Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF

[www.imrf.org](http://www.imrf.org)

## SPECIAL MEMORANDUM

**Number:** 316

**Date:** April 30, 2010

**To:** Authorized Agents of School District Employers

**Subject:** Submitting terminations due to Reduction in Force issues

We are aware that due to state budget and other funding issues, many of our school district employers are dealing with a significant reduction in force for the 2010-2011 school year.

If you are unsure whether any of your reduced staff may be called back for the next school year once state or other funding is reinstated, we ask that you **wait until August 1 or later to submit the online termination forms to IMRF for these employees.**

This can help to reduce the number of re-enrollments required in the fall and ensure members will not have unnecessary gaps in service credit that could affect future benefit eligibility. In order to receive seasonal service credit, a member must remain in an employment relationship with the IMRF employer. If you terminate a member at the end of the 2009-2010 school year, he or she will not receive seasonal credit for the summer months.

If you have additional questions about submitting online termination forms or re-enrolling members, please call an IMRF Member Services Representative at 1-800-ASK-IMRF (1-800-275-4673), Monday through Friday, 7:30 am to 5:30 pm.

Sincerely,

Louis W. Kosiba  
Executive Director