

Sickness & Disability Election for University Faculty & Administrative Faculty

Instructions

Complete this election form only if you have selected the Virginia Retirement System as your choice of retirement plan. This election must be made within 60 days of hire or you will automatically be enrolled in the Virginia Sickness and Disability Program.

Forward the completed and signed form to Payroll. If you have any questions, please contact Payroll at (540)654-1045 or payroll@umw.edu

Employee Information

Employee Name:

Employee ID:

Plan Election

Faculty or Administrative Faculty who have chosen the Virginia Retirement System as their pension plan should select one of the following options:

I wish to participate in the Commonwealth of Virginia Sickness & Disability Program (VSDP)

I wish to participate in the plan offered by the University of Mary Washington and will also complete the *VSDP-2 Opt-Out Form* indicating I have chosen to opt-out of the VSDP sick leave plan.

Employee Certification

I understand my election is irreversible.

Date:

Human Resources Certification

Date:

HR & Payroll Use Only

Date HR updated employee's leave category in Banner to reflect VSDP

Date Payroll ensured MyTime had correct VSDP leave balances