

The superintendent or designated representative will develop appropriate forms which will supply the necessary information needed by the business manager to make approved salary deductions. All requests for salary deductions must be submitted to the superintendent or designee during the annuity enrollment periods established by the board.

Annuities may be initiated, terminated or modified during the 30-day periods preceding October 1, or April 1.

To accommodate the payout for unused sick leave and/or unused vacation days upon KPERS eligible retirement, annuities may be initiated, terminated or modified for employees during the 30-day period preceding their final pay check.