

**KENTUCKY PUBLIC PENSIONS AUTHORITY**

1260 Louisville Road • Frankfort, KY 40601  
Phone: (502) 696-8800 • Fax: (502) 696-8822 • [kyret.ky.gov](http://kyret.ky.gov)

[Print Form](#)

Form 6500  
1/2026

**Standard Plan Sick Leave Authorization**

Upon retirement, a member receives credit for unused sick leave accrued while working for an agency that participates with Kentucky Public Pensions Authority. To receive credit, the employer must certify the retiring employee's unused accumulated sick leave balance.

Please complete and return this form to our office after the termination date indicated below. **Submitting this form prior to the termination date below will cause the form to be invalid since a final leave balance at the time of termination is required.**

**Retiring Employee**

Retiring Employee: \_\_\_\_\_ Member ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Termination Date: \_\_\_\_\_

Effective Retirement Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Code: \_\_\_\_\_

Accumulated Sick Leave:(in hours) \_\_\_\_\_

Hours in a Sick Leave Day: \_\_\_\_\_

**Certification**

I certify that the sick leave balance provided above is accurate based upon the

\_\_\_\_\_ records.

\_\_\_\_\_  
Employer Name

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_