

Chapter Ret 5

APPLICATIONS

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Ret 5.01 Application schedule. The following schedule is adopted for the administration of the system:

(1) BI-MONTHLY SCHEDULE

(a) Each application for a separation benefit shall be acted upon by the executive director and actuary pursuant to section 66.912 (1) (b), Wis. Stats., if it, and all other necessary forms and data, have been received in the office of the fund in conformity with the following schedule:

(b) The deadlines for the receipt of applications for separation benefits which shall be paid pursuant to (c) shall be at the close of business on:

January -----	10	July -----	10
March -----	10	Sept. -----	10
May -----	10	Nov. -----	10

(c) Not later than the following dates the fund will deliver separation benefit payrolls to the director of budget and accounts covering separation benefits applied for by the last preceding deadline established under (b) hereof:

March -----	10	Sept. -----	10
May -----	10	Nov. -----	10
July -----	10	January -----	10

(d) Separation benefit payrolls shall include amounts due each person from whom an application has been received not later than the application deadline prior thereto, and which has been approved pursuant to section 66.912 (1) (b), Wis. Stats., provided that the payroll report containing final earnings for that person has been received by the Fund not more than 15 days after the application deadline.

(2) QUARTERLY SCHEDULE

No application, other than for a separation benefit, will be considered and passed upon by the board of trustees unless such application and all required accompanying forms and data have been on file in the office of the fund not later than the following date preceding the board meeting:

Retirement, Disability, Death and Beneficiary Applications

February -----	20	August -----	20
May -----	20	November -----	20

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