



Maryland State Employees Supplemental Retirement Plans

Annual Leave Rollover Process and Information
For Employees Separating from State Service
With a Final Employment Date of **September 30, 2025**

The dates and deadlines contained on this page **only** apply to:

1. Employees who have been approved for the State Voluntary Separation Program (“VSP”)
2. Employees who have a retirement date of October 1, 2025
3. Other employees with September 30, 2025 as their final day of employment with the State of Maryland

IMPORTANT:

- To roll annual leave into MSRP, employees **MUST already** have an active MSRP account.
- **New accounts can only be opened by active State employees.** New accounts **may not** be opened after an employee’s final day of employment.
- MSRP is undergoing a Plan Administrator transition from Nationwide to Empower, there will be a transition blackout period (September 10 at 4:00 p.m. ET through the week of September 21, but *no later than September 25*).
- **Employees with a final employment date of September 30, 2025** should open a new MSRP account ASAP and **no later than September 8, 2025**.
- If you're approaching the contribution limit in your current plan and want to roll over your annual leave payment, you **MUST** open an additional MSRP account to receive the payout. Call Nationwide with questions on this process by the required deadline at 1-800-545-4730

Important Dates:

- **September 8, 2025: DEADLINE** to open a new MSRP account (if you don’t already have one or need an additional account due to 2025 contribution limits...see details on next page).
- **Start of Blackout Period - September 10, 2025:** Empower’s Annual Leave Deduction Agreement forms will be posted on msrp.maryland.gov and dbm.maryland.gov/employees/Pages/VSPInformation.aspx and distributed to HR benefit coordinators.
- **End of Blackout Period - week of September 21, and no later than September 25, 2025:** Employees’ MSRP accounts will be fully migrated to Empower, and they may begin submitting their completed annual leave deduction forms to Empower.
- **October 8, 2025 pay date:** Last working paycheck (for wages through 9/30/25)
- **October 22, 2025: DEADLINE** for Empower to receive annual leave deduction forms **online and by mail**.
- **October 22, 2025 pay date:** VSP lump sum payout
- **November 5, 2025 pay date:** Annual leave payout

To open an MSRP account **by the required September 8 deadline:** Visit marylanddc.com and click on the “Enroll in your plan” located at the bottom right side of the page. Call Nationwide with questions on this process at 1-800-545-4730.

Please Review Additional Important Information on Contribution Limits and the Annual Leave Form Submission Process on Next Page

Please note that deferrals and contributions — including any annual leave amounts — must not exceed the total annual Plan limits. If your annual leave exceeds a Plan's limit, you may consider establishing an additional Plan (i.e., opening another MSRP account).

2025 Annual Deferral/Contribution Limits

If you are:

- **under age 50 the annual limit is \$23,500 per Plan***
- **age 50 and older the annual limit is \$31,000 per Plan***
- **age 60-63 the annual limit is \$34,750 per Plan***

Special 457(b) Catch-Up Provision:

**For the 3 years prior to being eligible to retire the annual limit is \$47,000
to the Roth or Pre-tax 457(b) Plan**

Percentage of Annual Leave That Can Be Rolled Over to an MSRP Account

- **Rolling annual leave into a Pre-tax Plan:** you may contribute/defer **up to 85%** of the dollar amount of your annual leave payment.
- **Rolling annual leave into an After-tax (Roth) Plan:** you may contribute/defer **up to 50%** of the dollar amount of your annual leave payment.

Process for Rolling Annual Leave into MSRP – Employees Exiting State Service on September 30, 2025

1. Select the correct Annual Leave Deduction Agreement form for your MSRP Plan (401(k), 403(b), or 457(b)).
2. Complete and submit the Annual Leave Deduction Agreement form directly to Empower, either electronically via upload to the Empower website (mymsrp.com), or via hard copy mail. ***For hard copy mailed forms, we strongly suggest using a method that provides a tracking number to provide proof of delivery. Mail time also needs to be taken into consideration to ensure it is processed timely.***
3. Insert **10/28/2025** in the **Payroll Effective Date (Pay Period End Date)** field on the Annual Leave Deduction Agreement Form.
4. Participants can call the Empower Care Center at 1-833-272-0093 with questions and to confirm Empower's receipt of their form.
5. Forms that are received prior to market close are processed on the same day.
6. **October 22, 2025: DEADLINE** for Empower to receive annual leave deduction forms **online and by mail**.

To submit forms electronically:

Log into your account at mymsrp.com and click *Account* at the top of the page and then select *Overview* from the drop-down menu. From the left navigation menu, select *Upload documents*.

To submit forms via express mail (*recommended option for mailing annual leave forms*):

Empower, 8515 E. Orchard Road, Greenwood Village, CO 80111

To submit forms via regular mail:

Empower, PO Box 173764, Denver, CO 80217-3764

Empower Care Center: 1-833-272-0093 weekdays from 8:00 a.m. to 10:00 p.m. ET; Saturdays from 9:00 a.m. to 5:30 p.m. ET; 1-303-737-7249 from outside the U.S.; TTY number 1-800-766-4952