



TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

2815 West Washington Street | P.O. Box 19253 | Springfield, Illinois 62794-9253

Richard W. Ingram, Executive Director

employers@trs.illinois.gov | <http://trs.illinois.gov>

(888) 877-0890 | for the hearing impaired: (866) 326-0087

From: TRS Employer Services

Date: December 16, 2016

Subject: Correcting TRS Terminated Sick Leave Report

Dear Employer:

TRS has been receiving numerous phone calls from employers about how to make corrections to the Annual Report Terminated Sick Leave Report. Employers annually certify the number of unused, uncompensated sick leave days for members who terminated employment during the past school year on the Annual Report Terminated Sick Leave Report.

A corrected Terminated Sick Leave Report will need to be submitted to TRS if any of the following occur:

- If a member terminated employment after the Annual Report of Earnings was submitted.
- If a member was omitted from the Annual Report Terminated Sick Leave Report.
- If a member terminated employment, but was later rehired and previously reported sick leave days were reinstated to the member (the previously reported sick leave days are not reportable until the member terminates employment again.)

To make corrections, print a copy of the Annual Report Terminated Sick Leave Report and make any necessary changes or additions by hand and write "Revised" at the top. When adding a member to the Annual Report Terminated Sick Leave Report, please note:

- The beginning employment date is the first day the member began working for the district. If the exact date of the month is unknown, indicate the first day of the month. However, if the exact date is known, it should be listed.
- The ending employment date is the final date the member worked for the district.
- Report only unused, uncompensated sick leave days that a member had available on the date he/she terminated district employment.
- Round sick leave days to the nearest 10th decimal place. Do not round sick leave days to the nearest whole number. For example:
 1. If the member had 55.75 sick leave days, report 55.8 days.
 2. If the member has 72.32 sick leave days, report 72.3 days.

For more information regarding sick leave, please refer to [Chapter 6 of the Employer Guide](#).

The corrected Terminated Sick Leave Reports may be faxed to (217) 753-0969 or mailed to the Springfield office at:

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Springfield, IL 62794-9253

Thank you,

TRS Employer Services Department