



FY23-13

# EMPLOYER BULLETIN

## REPORTING CORRECTIONS TO TERMINATED SICK LEAVE REPORT | MIBDS OBSOLETE | FOREIGN TEACHER MEMBERSHIP

December 2022

### Reporting Corrections to the Terminated Sick Leave Report

TRS has been receiving calls about this topic and thought it would be beneficial to address it for all employers.

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. The reported sick leave days should include business, personal days or other nonvacation leave that can be used as sick days when given. If the business, personal or other nonvacation leave days are not available for use as sick leave but accumulate as sick leave if unused, they are considered granted days. For granted days to be reportable, they must meet the available for use requirement (3-step formula) detailed in [Chapter 6 of the Employer Guide](#).

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.

(more)

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

You may also email the information.

## MIBD Form is Obsolete

**Do not submit MIBD forms for your new teachers.**

The Member Information & Beneficiary Designation (MIBD) Form is obsolete. It has been replaced with the Beneficiary Designation form.

New teachers are enrolled in TRS when they are reported for the first time on a Gemini pay-period contribution report. The employer will report the member's first day of work as the employment begin date. After a new membership has been established with TRS, the member will receive a Welcome to TRS email with instructions to create a Member Online Account as well as complete a TRS Beneficiary Designation form. Whenever a member wishes to change a previously designated beneficiary, he/she must complete a new Beneficiary Designation form which can be downloaded from each member's secure online account.

## TRS Membership for Foreign Teachers

Beginning July 1, 2022, all foreign teachers who have a valid Illinois teaching license and are in a position requiring licensure are reportable to TRS. Please refer to Employer Bulletins [FY22-23](#) and [FY22-20](#). If a foreign teacher does not have a Social Security number, do not include him/her on your pay period contribution report. Once he/she has been issued a Social Security number, you may begin reporting him/her and will need to process adjustments to report the foreign teacher for the pay periods worked prior to having a Social Security number. [Please refer to the following procedures for making adjustments](#).

## Questions

If you have reporting questions, please call the Employer Services Department at 888-678-3675, option 1 or email [employers@trsill.org](mailto:employers@trsill.org).



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