



Sick Leave

& conversion to service credit



What happens to my sick leave when I retire?

Sick leave is a benefit of employment, and is subject to the authority of your employing agency. However, unused sick leave is an important part of your retirement because it can increase your monthly benefit when converted to service credit.

TRSL will convert your unused sick leave to service credit after you have submitted an official application for retirement and your final benefit is calculated.

Can I use my sick leave to become eligible for retirement?

Unused sick leave cannot be used to attain eligibility for retirement. *After* eligibility is attained, unused sick leave credit is then used to calculate the final amount of your retirement benefit.

How much service credit will I get from my sick leave?

State law governs the accrual, determination, and conversion of unused sick leave to service credit for retirement purposes.

NOTE: Members often assume that the sick leave balance they have accumulated with their employer determines how much is eligible for conversion to retirement credit. However, the amount of unused sick leave eligible for conversion is determined instead by a formula specified in state law that depends on when the sick leave was earned:

- **On or before June 30, 1988**
- **On or after July 1, 1988**

Sick leave on or before 6/30/88

For retirement purposes, accumulation of leave is determined by the member's contract and years of service:

- **9-mo.** employees earn 10 days per year
- **10-mo.** employees earn 11 days per year
- **11- and 12-mo.** employees earn the following:
 - » 12 days per year for the first three years
 - » 15 days per year for the next seven years
 - » 18 days per year for all years over 10

Both 9- and 10-month employees who work extra summer months accumulate one extra day or a portion thereof for each additional month of full-time service.

After determining the days accumulated, the days of sick leave used by the member are subtracted. This leaves the remaining balance of unused sick leave days that will be converted to service credit according to **Table 1: Unused Sick Leave Conversion.**

Table 1: Unused Sick Leave Conversion (*Sick leave earned on or before June 30, 1988*)

| Sick day balance* | Service credit earned |
|--------------------------|------------------------------|
| 25 - 45 days | 0.25 years |
| 46 - 90 days | 0.50 years |
| 91 - 135 days | 0.75 years |
| 136 - 180 days | 1.00 years |
| 181 - 225 days | 1.25 years |
| 226 - 270 days | 1.50 years |
| 271 - 315 days | 1.75 years |
| 316 - 360 days | 2.00 years |
| 361 - 405 days | 2.25 years |
| 406 - 450 days | 2.50 years |
| 451 - 495 days | 2.75 years |
| 496 - 540 days | 3.00 years |
| 541 - 585 days | 3.25 years |
| 586 - 630 days | 3.50 years |
| 631 - 675 days | 3.75 years |
| 676 - 720 days | 4.00 years |

**Member must have at least 25 unused sick leave days to be eligible for conversion.*



- *At their discretion, your employer may pay you up to 25 days of unused sick leave at your daily rate of pay upon retiring or entering DROP.*
- *The balance of your unused sick leave days (which is eligible for conversion to service credit) will be reduced by the number of sick leave days paid to you by your employer.*

Sick leave on or after 7/1/88

For retirement purposes, accumulation of leave is determined by the member's contract and years of service:

- **9-mo.** employees earn 10 days per year
- **10-mo.** employees earn 11 days per year
- **11- and 12-mo.** employees earn the following:
 - » 12 days per year for the first 10 years
 - » 18 days per year for all years over 10

After determining the days accumulated, the days of sick leave used by the member and the number of days which were paid by the employer are subtracted. This leaves the remaining balance of unused sick leave days that is eligible to be converted to service credit at no cost. **See Table 2: Unused Sick Leave Conversion.**

NOTE: Conversion of unused sick leave credit earned on or after July 1, 1990, is capped at one (1) year.

Table 2: Unused Sick Leave Conversion (Sick leave earned on or after July 1, 1988)

| Sick day balance | | Service credit earned |
|-------------------|--------------------|-----------------------|
| 9-month employees | 10-month employees | |
| 10 - 18 days | 11 - 20 days | 0.1 year |
| 19 - 36 days | 21 - 40 days | 0.2 year |
| 37 - 54 days | 41 - 60 days | 0.3 year |
| 55 - 72 days | 61 - 80 days | 0.4 year |
| 73 - 90 days | 81 - 100 days | 0.5 year |
| 91 - 108 days | 101 - 120 days | 0.6 year |
| 109 - 126 days | 121 - 140 days | 0.7 year |
| 127 - 144 days | 141 - 160 days | 0.8 year |
| 145 - 162 days | 161 - 180 days | 0.9 year |
| 163 - 180 days | 181 - 200 days | 1.0 year |

| Sick day balance | | Service credit earned |
|--------------------|--------------------|-----------------------|
| 11-month employees | 12-month employees | |
| 12 - 22 days | 13 - 24 days | 0.1 year |
| 23 - 44 days | 25 - 48 days | 0.2 year |
| 45 - 66 days | 49 - 72 days | 0.3 year |
| 67 - 88 days | 73 - 96 days | 0.4 year |
| 89 - 110 days | 97 - 120 days | 0.5 year |
| 111 - 132 days | 121 - 144 days | 0.6 year |
| 133 - 154 days | 145 - 168 days | 0.7 year |
| 155 - 176 days | 169 - 192 days | 0.8 year |
| 177 - 198 days | 193 - 216 days | 0.9 year |
| 199 - 220 days | 217 - 240 days | 1.0 year |

EXAMPLE: A 9-month contract member retires with 30 years of service credit. The member worked 7 years on or before June 30, 1988, using 20 sick leave days during that time period, and worked 23 years on or after July 1, 1988, using 82 sick leave days during that time period. The member is paid 25 days of unused sick leave by their employer upon retiring.

Sick leave is converted as follows:

Sick leave on or before June 30, 1988:

7 years × 10 sick days earned per year =
70 sick leave days

70 days - 20 sick days used =
50 unused sick leave days

TOTAL: Under **Table 1**, 50 unused sick leave days convert to **0.5 year of service credit**

NOTE: There is no cap on the amount of unused sick leave earned on or before June 30, 1988, that can be converted to service credit.

Sick leave on or after July 1, 1988:

23 years × 10 sick days earned per year =
230 sick leave days

230 days - 82 sick days used - 25 days paid =
123 unused sick leave days

TOTAL: Under **Table 2**, the 9-month employee's 123 unused sick leave days convert to **0.7 year of service credit**

NOTE: Conversion of unused sick leave credit earned on or after July 1, 1990, is capped at one (1) year.

Total service credit earned for retirement benefit calculation:

0.5 year + 0.7 year =
1.2 years of service credit



Member Access tip

You can view your sick leave online in your Member Access account at www.TRSL.org.

- *Member Access only reflects sick leave information that has been reported by your employer(s). If you have questions about what's been reported, please contact the relevant employer.*
- *Fiscal years where paid time off (PTO) days were granted by your employer in lieu of sick leave days will not be displayed in Member Access and will not be included in your sick leave calculation at retirement.*

Can I purchase unused sick leave?

Even after TRSL converts unused sick leave to one year of service credit, some members may still have unused sick days left. These individuals may be able to purchase the remaining balance for conversion to additional service credit if the leave was earned on or after July 1, 1990.

Once your benefit is finalized, TRSL will notify you if you have any remaining unused sick leave credit eligible for purchase.

State & school board employees:

Members who are not first eligible to retire by June 30, 1990, can convert unused annual leave earned after that date to service credit by purchasing it at actuarial cost. More information on annual leave is available in the TRSL Member Handbook.

We're here to help!

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