Leave Credit – Did you know?

TRSL Teachers' Retirement System of Louisiana

December 15, 2021

Friendly reminders

- This presentation contains general information.

- It is meant to be used as a guide during the webinar.

- All participants are muted during the webinar.

- Have a question?

  » Type your question in the Questions area during the webinar. The moderator will see it and respond.

- There will be a question-and-answer period at the end of the webinar.

- Please maximize your screen size to have full use of the webinar's features.
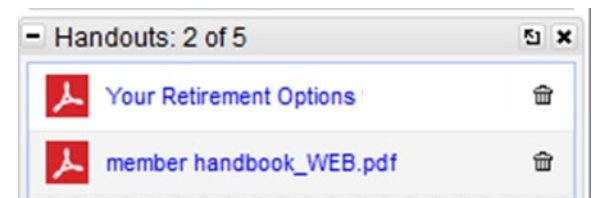
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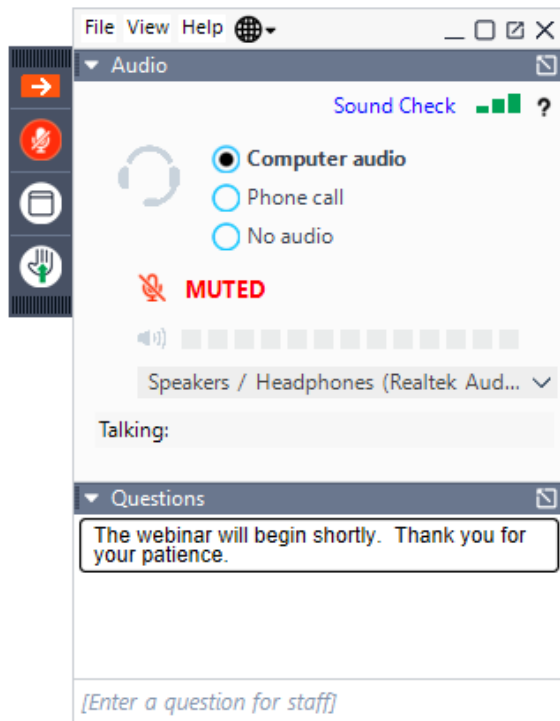
Type your question here.
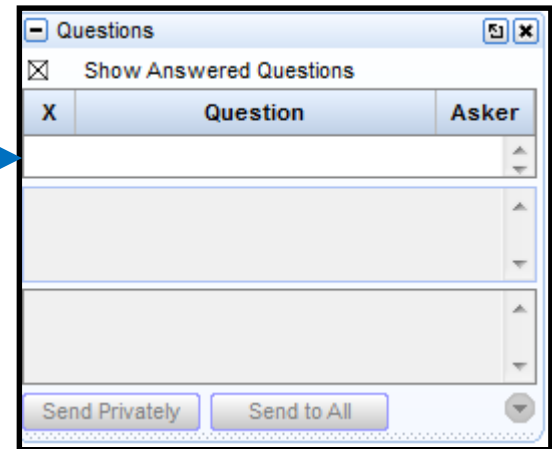
Download handout here.

If you have any specific questions about your retirement (such as DROP window, retirement eligibility, FAC questions, etc.) please email us at _web.master@trsl.org_ so we can look up your account and assist you directly.

Agenda

- What happens to my sick leave when I retire?

- Sick leave basics

- How is sick leave converted to service credit?

- Sick leave conversion tables & examples

- What happens to my annual leave when I retire?

- Can I purchase unused leave?

What happens to my sick leave?

- 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 if eligible to be converted to service credit.

What happens to my sick leave?

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

- Different laws govern the conversion of sick leave, depending on when the leave was earned.

- State law governs the accrual, determination, and conversion of **<u>unused</u>** sick leave to service credit for retirement purposes.

Sick leave basics

- Unused sick leave cannot be used to attain eligibility for retirement.

- However, at the time of retirement, unused sick leave may be converted to service credit.

  » TRSL makes this conversion after you have retired.

  » This can increase your monthly retirement benefit.

- Upon retiring or entering DROP, employers pay up to 25 days of unused sick leave at the daily rate of pay, or the number of unused days at the discretion of the employer,

How is sick leave converted to service credit?

- The sick leave balance accumulated with your employer does not determine 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:

  » **Earned on or before June 30, 1988**

    - 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.

  » **Earned on or after July 1, 1988**

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

Sick leave *on or before* June 30, 1988

- 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

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

Sick leave *on or after* July 1, 1988

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

  » **9-month employees:** Earn 10 days per year

  » **10-month employees:** Earn 11 days per year

  » **11- and 12-month 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 will be converted to service credit according to **Table 2: Unused Sick Leave Conversion.**

TABLE 2: Unused sick leave conversion

Sick day balance		Service credit earned	Sick day balance		Service credit earned
9-month employees	10-month employees		11-month employees	12-month employees	
10-18 days	11-20 days	0.1 year	12-22 days	13-24 days	0.1 year
19-36 days	21-40 days	0.2 year	23-44 days	25-48 days	0.2 year
37-54 days	41-60 days	0.3 year	45-66 days	49-72 days	0.3 year
55-72 days	61-80 days	0.4 year	67-88 days	73-96 days	0.4 year
73-90 days	81-100 days	0.5 year	89-110 days	97-120 days	0.5 year
91-108 days	101-120 days	0.6 year	111-132 days	121-144 days	0.6 year
109-126 days	121-140 days	0.7 year	133-154 days	145-168 days	0.7 year
127-144 days	141-160 days	0.8 year	155-176 days	169-192 days	0.8 year
145-162 days	161-180 days	0.9 year	177-198 days	193-216 days	0.9 year
163-180 days	181-200 days	1.0 year	199-220 days	217-240 days	1.0 year

EXAMPLE 1: Sick leave conversion

- 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 up to 25 days of unused sick leave by their employer upon retiring or entering DROP.

EXAMPLE 1: Sick leave conversion

Sick leave on or before June 30, 1988:

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

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

  » **Per Table 1:** 50 unused sick leave days converts to 0.5 year of 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 days used - 25 days paid = 123 unused sick leave days

  » **Per Table 2:** The 9-month employee's 123 unused sick leave days converts to 0.7 year of service credit.

TOTAL service credit earned for retirement benefit calculation:
0.5 year + 0.7 year = 1.2 years of service credit

EXAMPLE 2: Sick leave conversion

- A 9-month contract member retires with 25 years of service credit.

  » The member worked 25 years on or after July 1, 1988, earning 10 days per year, using 150 sick leave days during that time period.

The member is paid up to 25 days of unused sick leave by their employer upon retiring or entering DROP.

EXAMPLE 2: Sick leave conversion

Sick leave on or after July 1, 1988:

- 25 years × 10 sick days earned per year = 250 sick leave days

- 250 days - 150 sick days used - 25 days paid = 75 unused sick leave days

  » **Per Table 2:** The 9-month employee's 75 unused sick leave days converts to 0.5 year of service credit

TOTAL service credit earned for retirement benefit calculation: 0.5 year of service credit

What happens to my annual leave?

- Employees of Louisiana state agencies, colleges, universities, community colleges, and technical colleges may earn annual leave.

- Members who earn annual leave are usually paid up to 300 hours or 37.5 days of annual leave by their employers upon termination of employment.

- Review your employer's policy on annual leave before retirement. If you anticipate having more than 300 hours of annual leave upon retirement, have your employer report your unused balance to TRSL.

Can I purchase unused leave?

- **<u>Sick leave</u>**: Even after TRSL converts unused sick leave to one year of service credit, some members may still have unused sick days left.

  » These individuals can purchase the remaining balance for conversion to additional service credit **<u>if</u>** 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.

- **<u>Annual leave</u>**: Members who were first eligible to retire after June 30, 1990 can convert unused annual leave earned after that date to service credit by purchasing the leave at actuarial cost.

Summary

- Sick leave cannot be used to reach eligibility for retirement. Eligibility must first be attained; then unused sick leave credit is used to calculate the final amount of your retirement benefit.

- Different laws govern the conversion of sick leave, depending on when the leave was earned. You can read more about it in our *Sick Leave & Conversion to Service Credit* brochure.

- Sick leave is a benefit of employment and is subject to the authority of your employer. If you have specific questions regarding your sick leave, please contact your HR Department.

Employer training

- Upon request, we provide customized training and support with any of the following reporting tasks:

  » Retrieval, review, and completion of outstanding questionable year reports

  » Completion of sick and/or leave data reporting

  » Information gathering

- Please note: TRSL is currently not conducting on-site training due to COVID-19. We are conducting virtual employer training via GoToWebinar. Contact us for more details…

SHARON LACHNEY
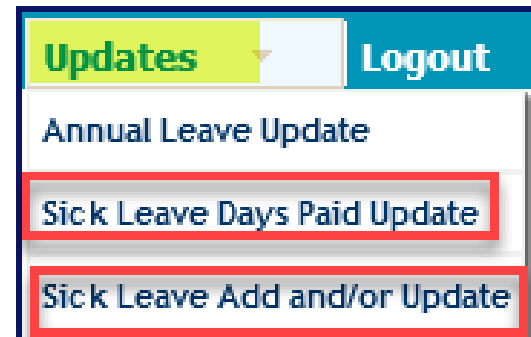225-925-4097
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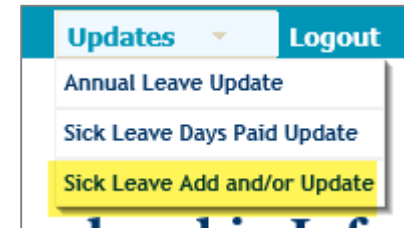225-925-7093
heather.landry@trsl.org

Employer Sick Leave Certifications

- Certification of sick leave days used for all fiscal years of employment, including fiscal years during DROP

- Certification of sick leave days paid at retirement

- Must have access rights designated on *Authorized Contacts* (Form 1)

Sick Leave Days Used

- Employers must certify sick leave information for each fiscal year (July 1 – June 30)

  » Months of contract (9, 10, 11, or 12) must be entered for each fiscal year

  » Number of sick leave days used

  » If applicable, number of summer school days worked with summer school percent effort (can be different than regular school year percent effort)

Updates ▾ | Logout
Annual Leave Update
Sick Leave Days Paid Update
Sick Leave Add and/or Update

Sick Leave Add and/or Update

| SSN: | | System: 4 |
| Name: | | Employer: |

Procedures for using Sick Leave Add and/or Update:
1. Click 'Edit' or 'Add' in the first column to open the line for editing.
2. Enter the appropriate data and click 'Update'.
3. Click 'Cancel' to undo changes entered or to return to the initial display.
4. Click 'Delete' to remove data permanently.

NOTE: The certification of an authorized signer's personal TRSL member account must be completed by another authorized signer at the agency.

	Fiscal Year Ending	Months of Contract	Days Used	Summer School Days Worked	Summer School % Effort	Eligibility Indicator	Data Unavailable	Error Code	
Edit	1999	12	14.00	0.00	0	Y			Delete
Edit	2000	09	5.00	0.00	0	Y			Delete
Edit	2001	09	4.50	0.00	0	Y			Delete
Edit	2002	09	4.00	0.00	0	Y			Delete
Edit	2003	09	6.50	0.00	0	Y			Delete
Edit	2004	09	4.00	0.00	0	Y			Delete
Edit	2005	09	2.00	0.00	0	Y			Delete
Edit	2006	09	12.50	0.00	0	Y			Delete
Edit	2007	09	6.00	0.00	0	Y			Delete
Edit	2008	09	22.00	0.00	0	Y			Delete
Edit	2009	09	11.00	0.00	0	Y			Delete
Edit	2010	09	5.50	0.00	0	Y			Delete

Sick Leave Can Be Submitted By Data File!
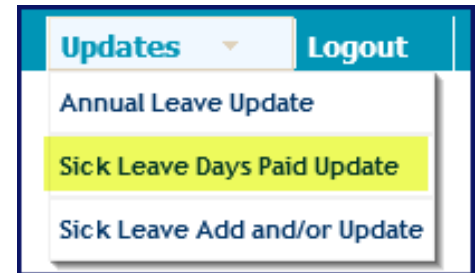
Submit Files	Logou
DOA ORP Contribution	
DOA Salary Contribution	
DOA Sick Leave	
LSU ORP Contribution	
LSU-MEDICAL ORP Contribution	
LSU Salary Contribution	
LSU-MEDICAL Salary Contribution	
LSU Sick Leave	
LSU-MEDICAL Sick Leave	
ORP Salary	
Salary Contribution	
Sick Leave	
Submit Miscellaneous File	

- Employers can submit a data file to update the sick leave usage for their employees

- Allows for historical information to be saved in a separate location
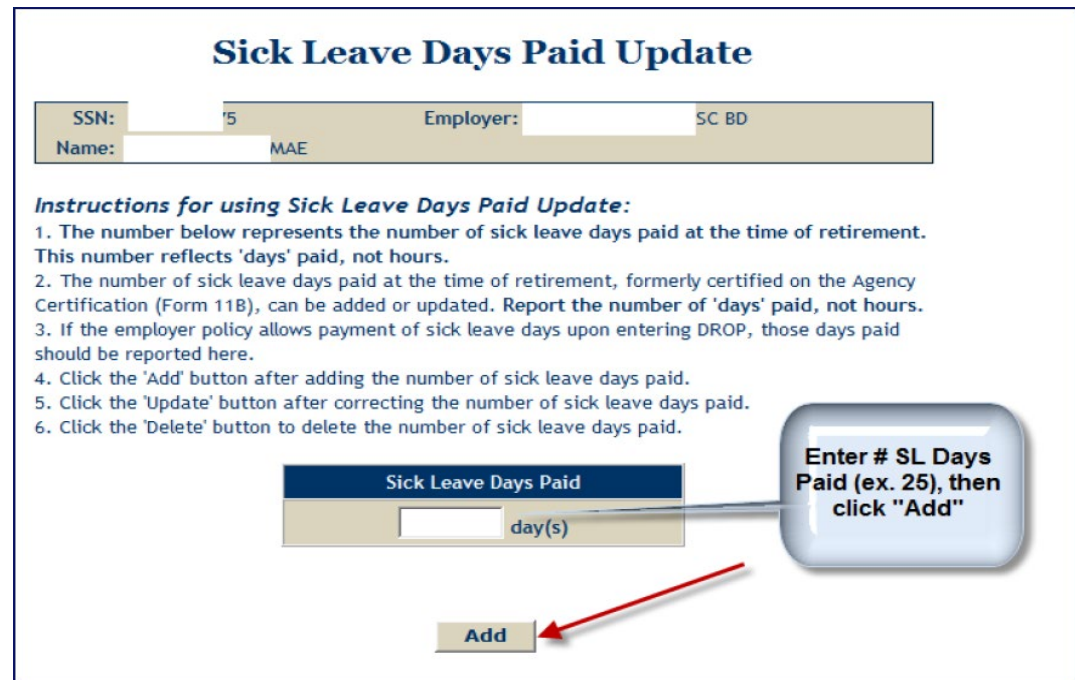
- Most software vendors have created a file path to use

Starting position	Field description	Data type	Length
1	Employer ID	alpha	4
5	Social Security number	numeric	9
14	Fiscal year	numeric	4
18	Contract months	numeric	2
20	Sick leave days used	numeric	5*
25	Summer percent effort (e.g., 050 for 50%)	numeric	3
28	Summer days worked	numeric	5*
TOTAL 32 bytes (characters)			

Sick Leave Days Paid at Retirement

- Employers must report number of sick leave days paid at time of retirement or DROP.

  » Report number of days, not hours

  » Report even if 0.00 days paid

EMIS Sick Leave/Annual Leave Summary screen: to confirm leave data already updated by employer(s)

Members ▼	Employers
Member Summary	
Account History	
Member Notations	
Monthly Salary/Contributions	
Annual Salary History	
Benefit Payroll	
Benefit Payee	
COLA History	
1099-R Information	
Retirement Benefit Payment History	
Sick Leave/Annual Leave	
DROP/ILSB Summary/History	

Example 1

Sick Leave

SSN:					Name:		ANN	
Fiscal Year	Employer ID	Months of Contract	Days Used	Eligibility	Last Updated By	Transaction Date	Summer Days Worked	Summer Percent Effort
2013	0061	09	8.00		EMPLOYER-FILE	12/13/2019		
2014	0061	09	0.00		EMPLOYER-FILE	08/15/2014		
2016	0017	09	8.00		EMPLOYER-FILE	09/26/2016		
2017	0017	09	54.00		EMPLOYER-FILE	10/26/2017		
2018	0017	09	9.75		EMPLOYER-FILE	10/05/2018	10.25	100
2019	0017	09	7.72		EMPLOYER-FILE	10/03/2019		
2020	0017	09	5.78		EMPLOYER-FILE	10/30/2020		
		Total:	**93.25**		*days used and ss worked 07/01/1990 and forward.*		**10.25**	

EMIS Sick Leave/Annual Leave Summary screen: to confirm leave data already updated by employer(s)

Members ▾   **Employers**

- Member Summary
- Account History
- Member Notations
- Monthly Salary/Contributions
- Annual Salary History
- Benefit Payroll
- Benefit Payee
- COLA History
- 1099-R Information
- Retirement Benefit Payment History
- Sick Leave/Annual Leave
- DROP/ILSB Summary/History

Example 2

Sick Leave

SSN:					Name:	RHONDA S		
Fiscal Year	**Employer ID**	**Months of Contract**	**Days Used**	**Eligibility**	**Last Updated By**	**Transaction Date**	**Summer Days Worked**	**Summer Percent Effort**
2005	0059	09	7.00		Melissa	05/08/2015		
2006	0059	09	5.50		Melissa	05/08/2015		
2007	0059	09	9.00		Melissa	05/08/2015		
2008	0059	09	9.00		Melissa	05/08/2015		
2009	0059	09	7.50		Melissa	05/08/2015		
2010	0059	09	16.00		Melissa	05/08/2015		
2011	0059	09	10.50		EMPLOYER-FILE	07/13/2011	19.00	100
2012	0059	09	8.00		EMPLOYER-FILE	07/10/2012	19.00	100
2013	0059	09	8.50		Rebecca	11/14/2017	20.00	100
2014	0059	09	8.00		Rebecca	11/14/2017	20.00	100
2015	0059	09	11.50		Melissa M	02/27/2018		
2016	0059	09	8.00		EMPLOYER-FILE	08/03/2016		
2017	0059	09	9.50		EMPLOYER-FILE	11/13/2017		
2018	0059	09	8.50		EMPLOYER-FILE	07/10/2018		
2019	0059	09	10.50		EMPLOYER-FILE	07/08/2019		
2020	0059	09	12.00		EMPLOYER-FILE	07/21/2020		
2021	0059	09	6.50		Rebecca	07/26/2021		
		Total:	**253.50**		*days used and ss worked 07/01/1990 and forward.*		**78.00**	

Sick Leave Days Paid

Days Paid	**Employer ID**	**Last Updated By**	**Transaction Date**
25.00	0059	REBECCA	07/26/2021

Questions?

We are here for you!

TRSL

Local phone:(225) 925-6446

Toll free (outside Baton Rouge):
1-877-ASK-TRSL (1-877-275-8775)

www.TRSL.org ● *web.master@trsl.org*

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