



EMPLOYER BULLETIN

CORRECTING THE TRS TERMINATED SICK LEAVE REPORT

January 2018

TRS has received 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](#).

Correction must be uploaded in the secure area, faxed or mailed to TRS

TRS prefers that employers use the new upload area in Employer Account Access to securely send a corrected Terminated Sick Leave Report. However, faxed or mailed corrections are also accepted.

Secure upload: <https://employer.trsil.org/subsections/employeraccess/security/signIn.aspx>

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