

## Employer Portal – Sick Leave Procedures

The **Sick Leave** area of the Gemini Employer Portal is located within the Employer Information under the Demographics section. Employers are required to report to TRS the normal annual allotment of sick leave for teachers and administrators. Use the following steps to navigate to the Sick Leave area of the Employer Portal.

Once you are signed into the Employer Portal, hover over the **Employer Information** and select **Sick Leave** under the Participation section.



### Sick Leave -

There are two (2) tables available on the **Sick Leave** screen: Sick Leave and Sick Leave History. Both tables display fiscal year, job category, normal annual allotment(s) and comments.

Sick Leave				
Description of what this section does and some instructions.				
Actions	Fiscal Year	Job Category	Normal Annual Allotment(s)	Comments
No Sick Leave Available.				

Sick Leave History (15)				
Description of what this section does and some instructions.				
Actions	Fiscal Year	Job Category	Normal Annual Allotment(s)	Comments

### Add Sick Leave –

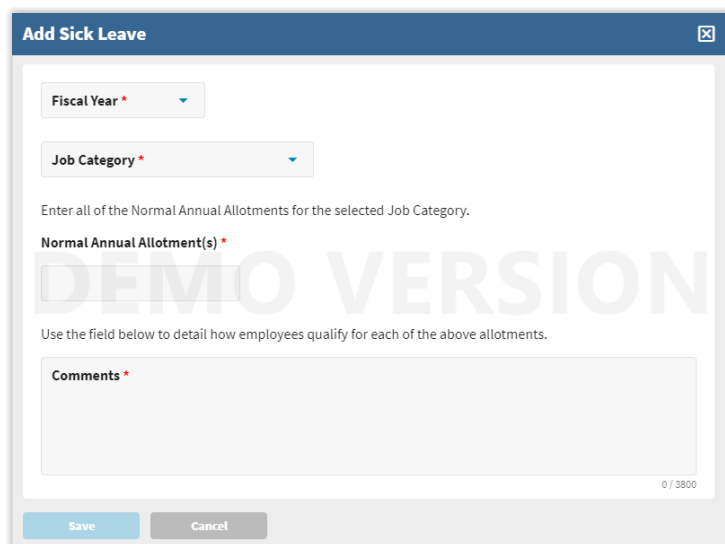
To add a new Sick Leave record, click the **+ Add Sick Leave** button at the top of the Sick Leave table. The **Add Sick Leave** box will appear. The next steps will assist with completing a Sick Leave record.

### Fiscal Year –

Select one of the fiscal years listed. The current year and one subsequent fiscal year be available for selection.

### Job Category –

You will have the option to select Administrator or Teacher from the Job Category field. Make your selection based on the type of member(s) you are reporting the sick leave for.





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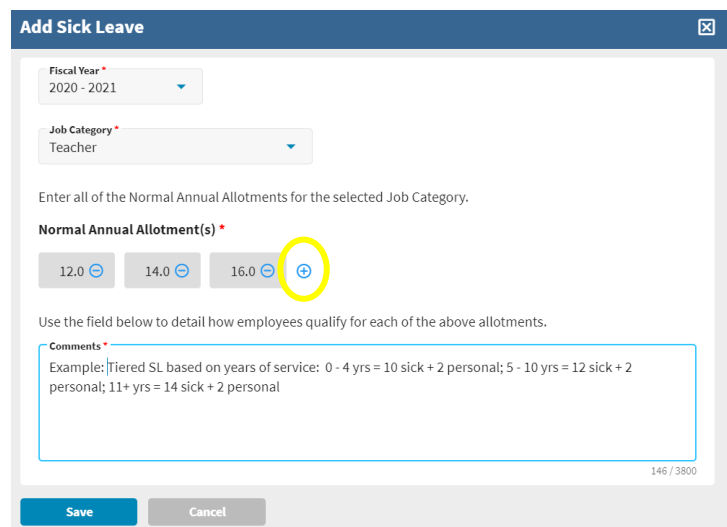
The administrator category covers all admin titles and is not limited to the superintendent and/or director only. The teacher category covers all teachers, in addition to social workers, psychologists, school counselors, school nurses, etc.

**Note:** If teachers and administrators have the same sick leave normal annual allotment, you will need to create a record for each job category even if the amounts are the same for both groups.

### Normal Annual Allotment(s) –

Enter the amount of the normal annual allotment(s) of sick leave days provided to the members under their contracts and/or board polices. Include personal days, business days, and any other nonvacation days that can be used as sick leave. If there is a tiered normal annual allotment or there are members who are covered under the selected job category who receive a varying number of sick leave days, enter all of the normal annual allotments in the fiscal year being reported.

Enter an amount in the Normal Annual Allotment field of the Add Sick Leave record. To enter additional allotment amounts, click the enter button on your keyboard to retain the first entered amount. Pressing enter will generate the  button. Click the  button to enter additional allotment amounts. Repeat this step until all allotments have been entered for the Sick Leave record. *Refer to the Sick Leave Record Examples section for entering records with multiple annual allotments.*



The screenshot shows the 'Add Sick Leave' form. The 'Fiscal Year' is set to '2020 - 2021' and the 'Job Category' is 'Teacher'. The 'Normal Annual Allotment(s)' field contains three entries: 12.0, 14.0, and 16.0. The 16.0 entry has a plus button highlighted with a yellow circle. Below the input fields is a 'Comments' text area with an example: 'Example: Tiered SL based on years of service: 0 - 4 yrs = 10 sick + 2 personal; 5 - 10 yrs = 12 sick + 2 personal; 11+ yrs = 14 sick + 2 personal'. At the bottom are 'Save' and 'Cancel' buttons.

### Comments –


The comments field should be used to provide additional information for the reported Sick Leave normal annual allotments. If there is more than one normal annual allotment amount reported, explain with details as to how the employees qualify for each of the allotments entered. The comments area will be accessible for both Employer Portal users and TRS staff users. *Refer to the Sick Leave Record Examples section for entering comments for records with multiple annual allotments.*


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### Save the record -

Once the Add Sick Leave box is complete with the required information, click **Save**. The new sick leave record will be listed in the Sick Leave table on the Sick Leave screen.


### Sick Leave Actions –

From the Sick Leave screen, you can View, Edit or Delete the Sick Leave record(s). To complete an action, click on the Action button  left of the appropriate Sick Leave record.

**Sick Leave** Description of what this section does and some instructions. 

Actions	Fiscal Year	Job Category	Normal Annual Allotment(s)	Comments
	2021	Teacher	12.0, 14.0, 16.0	Example: Tiered SL based on years of service: 0 - 4 yrs = 10 sic... <a href="#">View More</a>
	2021	Category (15)	Description of what this section does and some instructions.	
	Year...	Job Category...	Normal Annual Allotment(s)	Comments

### Edit a Sick Leave record –

Locate the Sick Leave record you wish to edit from the Sick Leave table and click the **Action**  button left of the record and then select **Edit**. The Edit Sick Leave box will pop-up; use this box to make your edits to this Sick Leave record. Once all edits have been made, click **Save**.




#### Edit Sick Leave

Fiscal Year \*  
2020 - 2021

Job Category \*  
Teacher

Enter all of the Normal Annual Allotments for the selected Job Category.

Normal Annual Allotment(s) \*

12.0  14.0  16.0 

Use the field below to detail how employees qualify for each of the above allotments.

Comments \*

Example: Tiered SL based on years of service: 0 - 4 yrs = 10 sick + 2 personal; 5 - 10 yrs = 12 sick + 2 personal; 11+ yrs = 14 sick + 2 personal

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

**Save** **Cancel**

#### View Sick Leave

Fiscal Year  
2020 - 2021

Job Category  
Teacher

Normal Annual Allotment(s)



12.0  14.0  16.0 

Comments

Example: Tiered SL based on years of service: 0 - 4 yrs = 10 sick + 2 personal; 5 - 10 yrs = 12 sick + 2 personal; 11+ yrs = 14 sick + 2 personal

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### View a Sick Leave record –

To view a Sick Leave record, click the **Action**  button left of the record and then select View. The View Sick Leave box will appear; this is the current information on file for this record. To close the View box, click the  in the top right corner of the window.

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### Maintenance of the Sick Leave records –

The **Sick Leave** area of the Employer Portal should be maintained and updated on an annual basis or as often as needed. If teachers and/or administrators are covered by a multiple year collective bargaining agreement and/or contract, you may complete the current and next fiscal year Sick Leave records.

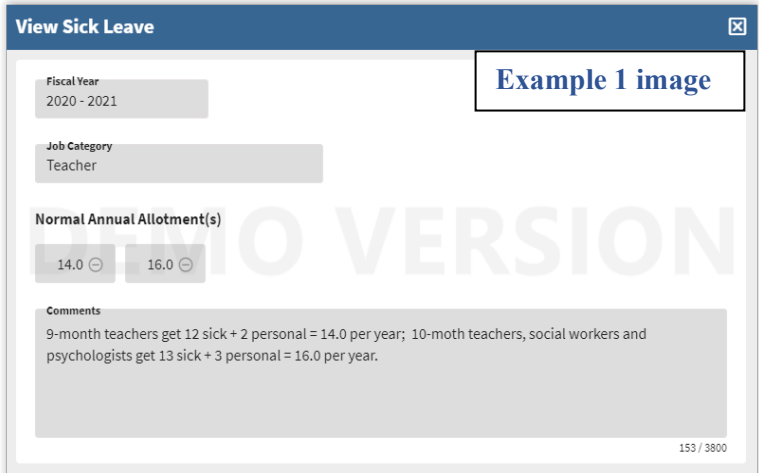
After June 30<sup>th</sup> each year, the Sick Leave record(s) regarding the prior year's sick leave information will automatically be moved to the **Sick Leave History** section. Employers will need to create or update Sick Leave records for the current year's information (if not already completed) and one fiscal year into the future if you choose to do so.

TRS will notify all employers on or near July 1<sup>st</sup> each fiscal year to update Sick Leave information in the Employer Portal. This notification will be made as an Employer Bulletin.

### Sick Leave Record Examples –

#### Example 1:

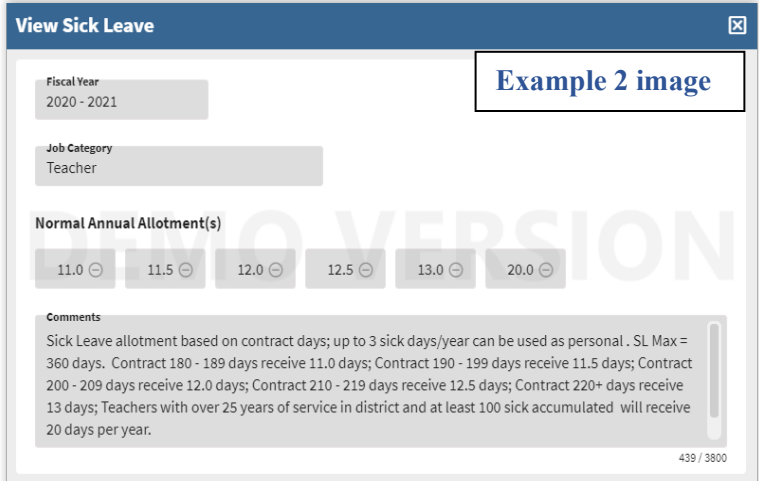
Per the collective bargaining agreement, 9-month teachers receive 12 sick leave days plus 2 personal leave days per year. 10-month teachers, social workers, and psychologist receive 13 sick leave days plus 3 personal days per year. *Refer to the Example 1 image.*



The screenshot shows the 'View Sick Leave' form. It includes a 'Fiscal Year' dropdown set to '2020 - 2021', a 'Job Category' dropdown set to 'Teacher', and a 'Normal Annual Allotment(s)' section with two buttons: '14.0' and '16.0'. The 'Comments' field contains the text: '9-month teachers get 12 sick + 2 personal = 14.0 per year; 10-moth teachers, social workers and psychologists get 13 sick + 3 personal = 16.0 per year.' A '153 / 3800' character count is visible at the bottom right.

#### Example 2:

Teacher's normal annual allotment is based on the teacher's contract days. Teachers with contract days between 180-189 receive 11 days, between 190-199 receive 11.5 days, between 200-209 receive 12 days, between 210-219 receive 12.5, 220 or more receive 13 days. Teachers who have



The screenshot shows the 'View Sick Leave' form. It includes a 'Fiscal Year' dropdown set to '2020 - 2021', a 'Job Category' dropdown set to 'Teacher', and a 'Normal Annual Allotment(s)' section with six buttons: '11.0', '11.5', '12.0', '12.5', '13.0', and '20.0'. The 'Comments' field contains the text: 'Sick Leave allotment based on contract days; up to 3 sick days/year can be used as personal . SL Max = 360 days. Contract 180 - 189 days receive 11.0 days; Contract 190 - 199 days receive 11.5 days; Contract 200 - 209 days receive 12.0 days; Contract 210 - 219 days receive 12.5 days; Contract 220+ days receive 13 days; Teachers with over 25 years of service in district and at least 100 sick accumulated will receive 20 days per year.' A '439 / 3800' character count is visible at the bottom right.

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over 25 years of service and at least 100 accumulated sick leave days will receive 20 days per year. Up to three sick leave days per year can be used as personal days. Teacher's Maximum accumulation is 360 days. *Refer to the Example 2 image.*

### Example 3:

Teacher's normal annual allotment is based on sick leave accumulation. Teachers who have not accumulated 75 days of sick leave will receive 15 sick leave days per year. After 75 sick leave days have been accumulated, teachers will receive 12 sick leave days per year. All teachers receive 4 personal leave days per year that can be used as sick leave. *Refer to the Example 3 image.*

**View Sick Leave**

Fiscal Year: 2020 - 2021

Job Category: Teacher

Normal Annual Allotment(s): 16.0, 19.0

Comments: Teachers who have not accumulated 75 days of sick leave will receive 15 sick days per year. After 75 days of sick leave have been accumulated, teachers will receive 12 sick leave days per year. All teachers receive 4 personal days per year that can be used as sick leave.

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### Example 4:

Administrators receive a normal annual allotment that is based on their years of experience. Administrators with 0-10 years of experience receive 10 sick leave days. Administrators with 11-20 years of experience receive 15 sick leave days. Administrators with 21-30 years of experience receive 20 sick leave days. Administrators with over 30

years of experience receive 25 sick leave days. In addition to sick leave days, all administrators receive 3 personal leave days per year. Personal leave days are available for use as sick leave. *Refer to the Example 4 image.*

**View Sick Leave**

Fiscal Year: 2020 - 2021

Job Category: Administrator

Normal Annual Allotment(s): 13.0, 18.0, 23.0, 28.0

Comments: Administrators with 0-10 years experience receive 10 sick days; 11-20 years of experience receive 15 sick days; 21-30 years of experience receive 20 sick days; over 30 years of experience receive 25 sick days. All Administrators receive 3 personal days per year.

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### Example 5:

Administrators that work 9 months receive 12 sick leave days and 2 personal leave days. Administrators that work 10 months receive 13 sick leave days and 2 personal leave days.

Administrators that work 11 months receive 15 sick leave days and 3 personal leave days. Administrators that work 12 months receive 17 sick leave days and 3 personal leave days.

Personal leave days are available for use as sick leave. *Refer to the Example 5 image.*

**View Sick Leave**

Fiscal Year  
2020 - 2021

Job Category  
Administrator

Normal Annual Allotment(s)

14.0 15.0 18.0 20.0

Comments  
9-mo Administrators receive 12 sick + 2 personal days; 10-mo Administrators receive 13 sick + 2 personal days; 11-mo Administrators receive 15 sick + 3 personal days; 12-mo Administrators receive 17 sick + 3 personal days. Personal days are available for use as sick leave.

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