



EMPLOYER BULLETIN

PAID ADMINISTRATIVE LEAVE FOR ABSENCES DUE TO COVID-19

April 2022

Paid Administrative Leave

Governor Pritzker signed Public Act 102-697 (Act) into law on April 5, 2022. Any paid administrative leave provided pursuant to the Act is reportable to TRS and will not be considered granted sick leave days.

Reinstated Sick Leave Days

Any sick leave days reinstated pursuant to the Act are reportable to TRS and will not be considered granted days.

If sick leave days are reinstated to a TRS member who has terminated employment and sick leave days were reported on a Supplementary Report, please submit a revised Supplementary Report with the correct number of sick leave days. If you submitted sick leave days for a member who terminated employment via email, please email TRS Employer Services at employers@trsil.org with the correct sick leave days.

District Officials Determine Eligibility, Not TRS

TRS cannot provide advice as to who is eligible for paid administrative leaves or reinstated sick leave days under the Act. Any questions regarding these matters should be directed to district officials and district counsel. TRS relies on and expects employers to accurately report time in accordance with the Act. TRS must apply the Act as enacted.

Reporting in Gemini

If an employee was docked due to an absence for any of the reasons listed in the Act and the employee is being reimbursed for the docked days, an adjustment to the pay period(s) in which the dock was reported is required. Adjust the BS – Base Salary record by increasing the Earnings field by the additional amount of salary paid, adjust the Days Paid field to the correct number of days paid during the pay period and adjust the Docked Days field to the correct number of days docked. Since an adjustment is being processed to report the repayment of the dock in the pay period in which the dock was reported, ensure the money paid is not also reported in the pay period in which payment is made.

Instructions for processing adjustments can be found on the TRS website under Pay-period Report (Gemini), Gemini Resources, Employer Portal Procedures – Adjustment and Retro Record Reporting Procedures:

https://www.trsil.org/sites/default/files/documents/EP_Procedures_Adjustment-Retro-Record-Reporting.pdf

Beginning on page five, use the instructions provided under “Contribution Reporting Option 3: Retrieve, Copy/Edit a Previous Record.”

Questions

If you have any questions, please call or email Employer Services at 888-678-3675 or employers@trsil.org.