



FY22-40

# EMPLOYER BULLETIN

## UPDATED - ABSENCES DUE TO COVID-19

June 2022

This Employer Bulletin FY22-40 replaces Employer Bulletin FY22-25 regarding Public Act 102-697 (Act) signed by Governor Pritzker on April 5, 2022.

### **Paid Administrative Leave**

The Act generally provides paid administrative leave to fully vaccinated employees employed on or after April 5, 2022 for certain absences related to COVID-19. **Please read the Act carefully for specific details regarding the absences for which relief is available and which employees are eligible for the relief.**

### **Reinstated Sick Leave Days**

The Act generally provides that sick leave days will be reinstated to employees employed on or after April 5, 2022 who are fully vaccinated or become fully vaccinated within five weeks of the effective date of the Act, if such employees previously used sick leave days during 2021-22 for certain absences related to COVID-19. **Please read the Act carefully for specific details regarding the absences for which relief is available and which employees are eligible for the relief.**

Any sick leave days reinstated in accordance with the terms of the Act are reportable to TRS and will not be considered granted days.

### **Reimbursement for Docked Days**

If an employee was docked due to an absence for which relief is provided under the Act and the employee is being reimbursed for 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/gemini/adjustment-and-retro-record-reporting>

(more)

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

If an employee was employed on April 5, 2022 and docked in 2020-21 due to an absence for which relief is provided under the Act and the employee is being reimbursed for the docked days, an adjustment to the 2020-21 school year is required. Email the details of the required corrections to [employers@trsil.org](mailto:employers@trsil.org).

## **District Officials Determine Eligibility, Not TRS**

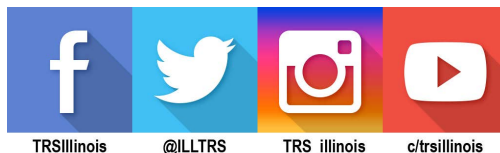
The Act makes revisions to the School Code. The Act does not amend statutes governing TRS.

**District officials need to make an independent determination concerning how to apply the Act in their districts. TRS cannot provide any advice on how to interpret or comply with the Act and will take direction from the districts on such matters.**

TRS expects and relies on districts to accurately report service and earnings to TRS.

## **Questions**

If you have any questions, contact Employer Services at 888-678-3675 or [employers@trsil.org](mailto:employers@trsil.org).



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