

# EMPLOYER BULLETIN

## SUPPLEMENTARY REPORTS & SICK LEAVE REPORTING GUIDELINES

May 2025

This bulletin contains reporting guidelines for completing Supplementary Reports, Sick Leave Certifications and the Final Sick Leave page of the Annual Certification. **You will continue to complete and submit Supplementary Reports and Sick Leave Certifications in the Employer Access area of the TRS website.**

### Importance of Completing Supplementary Reports

A Supplementary Report is required if an application for benefits (retirement, temporary disability or death) or refund is initiated prior to TRS completing its review of the Annual Certification. **Without the completed Supplementary Report, a member is not officially retired and cannot begin receiving retirement benefits. You will continue to complete Supplementary Reports in the Employer Access area of the TRS website.**

Refer to the [Supplementary Reporting Reminders](#) for important reporting guidelines while completing supplementary reports.

For additional guidance, refer to Chapters [2](#), [3](#), [5](#) and [6](#) of the *TRS Employer Guide* and the [Supplementary Reports and Sick Leave Certification tutorial](#).

### Sick Leave Reporting

Employers will report the number of unused, uncompensated sick leave days on the Supplementary Report for members who have applied for a TRS benefit or refund. Unused, uncompensated sick leave days will be reported on the Final Sick Leave page of the Annual Certification for all members who terminated employment during the school year. If the days were reported incorrectly on the Supplementary Report, please submit a Revised Supplementary Report.

TRS members may receive up to two years of additional service credit at retirement for unused, uncompensated sick leave. To be creditable for retirement purposes, sick leave days must be unused, uncompensated and available for use by a member in the event of illness.

For guidance on reporting sick leave and completing the Sick Leave Certification, refer to [Sick Leave Reporting Reminders](#), Chapters [5](#) and [6](#) of the *Employer Guide* and the [Supplementary Reports and Sick Leave Certification Tutorial](#).

### Training Available Online

The TRS Employer Services Department covered Supplementary Reports and Sick Leave Certifications in the weekly Gemini Zoom Forum held on May 22. If you missed this opportunity, it was recorded and [can be found here](#).