

EMPLOYER BULLETIN

GEMINI SICK LEAVE REPORTING GUIDANCE

September 2025

We are providing further guidance on the information required on the Sick Leave page in Gemini. Follow the guidance in this bulletin for reporting sick leave as part of the school year set-up process.

Normal Annual Allotment

Report the amount of all normal annual allotment(s) of sick leave days provided to the members under the collective bargaining agreement, contracts and/or board policies. Include personal days, business days and any other nonvacation days that can be used as sick leave. Please ensure that if there is a tiered normal annual allotment or if there are members who are covered under the selected Job Category who receive a varying number of sick leave days, all the normal annual allotments in the fiscal year are reported. The Allotment – Comment field should be used to provide additional details about the reported normal annual allotment(s), including how the employee qualifies for each allotment entered.

Example 1

Teachers at District A have tiered normal annual allotments of sick leave and personal leave days. Personal leave days are available for use as sick leave. Teachers receive the following allotments based on their years of service with the district.

- 0-10 years of experience receive 10 sick leave days and 2 personal leave days.
- 11-20 years of experience receive 15 sick leave days and 2 personal leave days.
- 21-30 years of experience receive 20 sick leave days and 3 personal leave days.
- Over 30 years of experience receive 25 sick leave days and 4 personal leave days.

Enter 12, 17, 23 and 29 days.

Example 2

Administrators at District A have tiered normal annual allotments of sick leave and 2 personal leave days. Personal leave days are available for use as sick leave.

- 10-month administrators receive 15 sick leave days.
- 11-month administrators receive 17 sick leave days.
- 12-month administrators receive 20 sick leave days.

Enter 17, 19 and 22 days.

(more)

Example 3

Teachers at District B have a tiered normal annual allotment of sick leave days and 3 personal leave days. Personal leave days are available for use as sick leave.

- 0 – 15 years of experience receive 15 sick leave days.
- Over 15 years of experience receive 20 sick leave days.
- If a teacher has accumulated over 150 sick leave days, the normal annual allotment is 22 sick leave days. If the teacher's accumulated sick leave falls below 150, they will receive either 15 or 20 sick leave days based on their years of service. The teacher may receive the higher normal annual allotment of sick leave if their accumulation reaches 150 days.

Enter 18, 23 and 25 days.

Example 4


Administrators at District B have a tiered normal annual allotment of sick leave and 2 personal leave days.

- 10-month administrators who have 0 to 15 years of service receive 15 sick leave days.
- 10-month administrators who have over 15 years of service receive 20 sick leave days.
- 11-month administrators who have 0 to 15 years of service receive 17 sick leave days.
- 11-month administrators who have over 15 years of service receive 22 sick leave days.
- 12-month administrators who have 0 to 15 years of service receive 19 sick leave days.
- 12-month administrators who have over 15 years of service receive 24 sick leave days.

Enter 17, 19, 21, 22, 24, 26.

Allotments should be entered for the Job Categories of Teacher and Administrator.

TRS has noted that allotments have not always been entered correctly in Gemini. Please take a few minutes to review the sick leave allotments reported for the 2021-22 through 2025-26 school years for your district by going to the Employer Dashboard in Gemini and selecting Employer Information and then Sick Leave.

If the 2025-26 school year is incorrect, you can make the corrections by selecting the Edit option under the Actions dropdown. Use the  button to add all of the allotments.

If you find that allotments were not reported or were not reported correctly for any years from 2021-22 to 2024-25, email employers@trsill.org with the required corrections. Include the job category and allotments that need to be entered.

Reinstatement

Effective with the 2025-26 school year, employers are required to indicate if they reinstate sick leave days when a previously terminated TRS-covered employee is rehired.

If sick leave days from a previous employment are reinstated, select Yes and contact TRS to remove the reported sick leave days from the records of any rehired employees. Select No, if sick leave days from previous employment are not reinstated and the employee starts that new period of employment with only the normal annual allotment of the year rehired. Select Other if you return sick leave days to some but not all employees or return some but not all of the previously reported sick leave days. When selecting Other, provide a detailed comment of the policies regarding reinstatement.

(more)

If information regarding reinstatement was reported incorrectly, you can make the correction by selecting the Edit option under the Actions dropdown.

Granting

Effective with the 2025-26 school year, employers are required to indicate if they grant sick leave days in addition to the normal annual allotment. The following are considered granted sick leave days:

- business, personal or other nonvacation days that are not available for use as sick leave but accumulate as sick leave if unused
- additional days awarded to employees who have submitted their intent to retire
- additional days awarded to cover a serious illness
- additional days awarded for good attendance or for not using sick or personal leave
- additional days awarded for reaching a minimum accumulation of sick leave
- sick, business, personal or other nonvacation leave days awarded in lieu of payment for extra duties
- unused vacation days converted to sick leave
- days granted from a sick leave bank to preserve a member's personal sick leave balance in the final year(s) of service.

Please refer to [Chapter 6 of the TRS Employer Guide](#) for more information regarding the granting of sick leave days.

Sick Leave Trainings This Month

A two-part series of trainings will be held during the weekly Thursday Zoom in early September.

- **Sept. 4 at 9 a.m.:** Explanation of sick leave normal annual allotment and granting sick leave.
- **Sept. 11 at 9 a.m.:** Discussion about how the sick leave normal annual allotment and granting sick leave connects with the sick leave certification and sick leave cost.

Zoom link: <https://trsil-org.zoom.us/j/97185465756?pwd=QNHSYxn87VotK57KqgUGdkPzBSUK5y.1>

Additional Information Regarding Sick Leave Days

Please refer to:

- [Chapter 6, Service Credit](#) in the TRS Employer Guide.
- [Chapter 8, Excess Cost](#) in the TRS Employer Guide.

Questions

For questions about reporting sick leave, email employers@trsil.org or call the TRS Employer Services Department at 888-678-3675, option 1.