

UNPAID LEAVE OF ABSENCE



LEAVE OF ABSENCE

Why is an UNPAID board-approved leave of absence/FMLA reported?

If a member was on an UNPAID board-approved leave of absence, they may have the option to purchase TRS service credit for the period of the unpaid board-approved leave of absence.

What is an Unpaid Leave of Absence(LA) record in Gemini?

An unpaid leave of absence record reflects that a member had unpaid days during the Begin and End Date of the pay period that were due to an UNPAID board-approved leave of absence.

How are unpaid leave of absence days reported?

Report members who are on an unpaid board-approved leave of absence by using the Unpaid Leave of Absence (LA) Payment Reason. When reporting a member on a leave of absence, the unpaid days the member was on the leave of absence are reported in the Days Paid field of the LA record.

Are unpaid leave of absence days reported as Docked Days?

NEVER report unpaid board-approved leave of absence days in the Docked Days field on the Base Salary (BS) or Unpaid Leave of Absence (LA) records. Docked days are reported only for days docked that are not covered by a board-approved leave of absence/FMLA.

LEAVE OF ABSENCE (cont.)

How is Full Annual Rate reported for a member that starts the year on an unpaid leave of absence or is on an unpaid leave of absence all year?

For a member that starts the year on an unpaid leave of absence/FMLA or is on an unpaid leave of absence all year, report the Full Annual Rate as the base full year contract rate for the prior year.

Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Unpaid Leave of Absence	Deferred * No	Earnings * \$ 0.00	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 0.00	THIS Contributions * \$ 0.00	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	

How is Full Annual Rate reported for a member that is on an unpaid leave of absence for only part of the year?

For a teacher that goes on an unpaid leave of absence during the year, report the Full Annual Rate equal to the base full year contract rate for the current year.

FULL ANNUAL RATE SHOULD NEVER BE DECREASED BY THE UNPAID LEAVE OF ABSENCE, A DOCK AMOUNT OR A PARTIAL YEAR EMPLOYMENT. THE FULL ANNUAL RATE IS ALWAYS WHAT THEY WOULD HAVE EARNED IF THEY WORKED ALL YEAR IN THAT POSITION.

LEAVE OF ABSENCE

An Unpaid Leave of Absence (LA) record is required to be reported on Gemini pay-period reports. If an unpaid board-approved leave of absence day falls within the **Begin and End Dates of a pay period**, an LA record is required. There are three scenarios when reporting a leave of absence.

Example 1 – The days between the Begin and End date of the pay period were all unpaid board-approved leave of absence days. The member did not receive a paycheck.

Example 2 – The days between the Begin and End date of the pay period were all unpaid board-approved leave days for the entire pay period. The member received a paycheck, but the earnings were for work performed outside of the pay period.



Example 3 – The days between the Begin and End date of the pay period had days the member worked (or used sick/personal/vacation days) and had days that were unpaid due to a board-approved leave of absence. The member received a paycheck.

EXAMPLE 1

There were 11 workdays that occurred between the Begin and End Date of the pay period. The member was on an unpaid board-approved leave of absence the **entire** pay period and did **not** receive a paycheck.

The member will have one record on the Details/Adjustments page.

- One Unpaid Leave of Absence (LA) record
- \$0 Earnings
- 11 Days Paid (entire pay period)
- 0 Docked Days

Actions	Last Name ^	First Name ^	Last Four SSN ^	PPBD v	PPED ^	Pay Date	Fiscal Year	Pmt Rsn ^	Earnings	Contr	THIS Contr	Days Paid
			2872	04/16/2025	04/30/2025	04/30/2025	2024-2025	LA 	0.00	0.00	0.00	11

EXAMPLE 1 (cont.) – LA RECORD

The Earnings are **ALWAYS** \$0 on an Unpaid Leave of Absence (LA) record since there are no earnings associated with unpaid days.

The Days Paid field reflects the 11 workdays that fell between the Begin and End date of the pay period record. These are the days the member may be able to purchase in the future.

An Unpaid Leave of Absence record will **NEVER** have anything in the Docked Days field.

Employment Information				
Pay Period Begin Date * 04/16/2025	Pay Period End Date * 04/30/2025	Pay Date * 04/30/2025	Payroll Frequency * Semi-Monthly	
Employment Begin Date * 08/09/2018	Employment End Date *	Employment End Reason	Employment Type * Full Time	Job Category * Teacher
Contract Days 185	FTE Percentage 75 %	Contribution Category * 01 - Tier 1		
Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Unpaid Leave of Absence	Deferred * No	Earnings * \$ 0.00	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 0.00	THIS Contributions * \$ 0.00	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	
Timekeeping				
Docked Days * 0.00	Sick Leave/Personal Days * 0.0	Days Paid * 11	Post-Retirement Hours 0.00	Balanced Calendar No

EXAMPLE 2

There were 11 workdays in between the Begin and End Date of the pay-period record. The member was on an unpaid board-approved leave of absence the entire pay period.

The member received a paycheck, **but the earnings were for worked performed outside of the pay period.**

The member will have 2 records on the Details/Adjustments page.

- One Base Salary (BS) record
- \$2,303.29 Earnings
- 0 Days Paid
- 0 Docked Days
- One Leave of Absence (LA) record
- \$0 Earnings
- 11 Days Paid (entire pay period)
- 0 Docked Days

Actions	Last Name ^	First Name ^	Last Four SSN ^	PPBD v	PPED	Pay Date	Fiscal Year	Pmt Rsn	Earnings	Contr	THIS Contr	Days Paid
▼			2872	04/16/2025	04/30/2025	04/30/2025	2024-2025	BS	2,303.29	207.30	20.73	00
▼			2872	04/16/2025	04/30/2025	04/30/2025	2024-2025	LA	0.00	0.00	0.00	11

EXAMPLE 2 (cont.) – BS RECORD

The 11 days between the Begin and End date of the pay period were all unpaid board-approved leave of absence days. The member received a paycheck, **but the earnings were for days worked outside of the pay period.**

The member will have 0 Days Paid reported on the Base Salary record. The base salary record will not have any Docked Days reported if the days were due to an unpaid board-approved leave of absence. The unpaid days are reported on the Unpaid Leave of Absence record (LA).

Employment Information				
Pay Period Begin Date * 04/16/2025	Pay Period End Date * 04/30/2025	Pay Date * 04/30/2025	Payroll Frequency * Semi-Monthly	
Employment Begin Date * 08/09/2018	Employment End Date *	Employment End Reason	Employment Type * Full Time	Job Category * Teacher
Contract Days 185	FTE Percentage 75 %	Contribution Category * 01 - Tier 1		

Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Base Salary	Deferred * Yes	Earnings * \$ 2,303.29	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 207.30	THIS Contributions * \$ 20.73	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	

Timekeeping				
Docked Days * 0.00	Sick Leave/Personal Days * 0.0	Days Paid * 0	Post-Retirement Hours 0.00	Balanced Calendar No

EXAMPLE 2 (cont.) – LA RECORD

The earnings are **always** \$0 on an Unpaid Leave of Absence (LA) record since there are no earnings associated with unpaid days.

The days paid reflect the 11 unpaid board-approved leave of absence days that occurred between the Begin and End date of the pay period. These are days the member may be able to purchase in the future.

An Unpaid Leave of Absence record will **NEVER** have anything in the Docked Days field.

Employment Information				
Pay Period Begin Date * 04/16/2025	Pay Period End Date * 04/30/2025	Pay Date * 04/30/2025	Payroll Frequency * Semi-Monthly	
Employment Begin Date * 08/09/2018	Employment End Date *	Employment End Reason	Employment Type * Full Time	Job Category * Teacher
Contract Days 185	FTE Percentage 75 %	Contribution Category * 01 - Tier 1		
Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Unpaid Leave of Absence	Deferred * No	Earnings * \$ 0.00	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 0.00	THIS Contributions * \$ 0.00	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	
Timekeeping				
Docked Days * 0.00	Sick Leave/Personal Days * 0.0	Days Paid * 11	Post-Retirement Hours 0.00	Balanced Calendar No

EXAMPLE 3

The member was on an unpaid board-approved leave of absence for part of the pay period, received a paycheck, and also worked (or used sick/personal/vacation days). There were 11 workdays in the pay period and the member was paid for working 7 days and 4 days were an unpaid board-approved leave of absence.

The member will have 2 records on the Details/Adjustments page.

- One Base Salary (**BS**) record
- One Leave of Absence (**LA**) record
- \$2,303.29 Earnings
- \$0 Earnings
- 7 Days Paid
- 4 Days Paid
- 0 Docked Days
- 0 Docked Days

Actions	Last Name ^	First Name ^	Last Four SSN ^	PPBD v	PPED	Pay Date	Fiscal Year	Pmt Rsn	Earnings	Contr	THIS Contr	Days Paid
▼			2872	04/16/2025	04/30/2025	04/30/2025	2024-2025	BS	2,303.29	207.30	20.73	07
▼			2872	04/16/2025	04/30/2025	04/30/2025	2024-2025	LA	0.00	0.00	0.00	04

EXAMPLE 3 (cont.) – BS RECORD

Of the 11 days between the Begin and End date of the record, there were 7 workdays that were worked (or used sick/personal/vacation days). The member received a paycheck and had 7 Days Paid on the Base Salary (BS) record.

The Base Salary record will not have any Docked Days reported if the days were unpaid due to an unpaid board-approved leave of absence. The unpaid days are reported on the Unpaid Leave of Absence (LA) record.

Employment Information				
Pay Period Begin Date * 04/16/2025	Pay Period End Date * 04/30/2025	Pay Date * 04/30/2025	Payroll Frequency * Semi-Monthly	
Employment Begin Date * 08/09/2018	Employment End Date *	Employment End Reason	Employment Type * Full Time	Job Category * Teacher
Contract Days 185	FTE Percentage 75 %	Contribution Category * 01 - Tier 1		
Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Base Salary	Deferred * No	Earnings * \$ 2,303.29	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 207.30	THIS Contributions * \$ 20.73	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	
Timekeeping				
Docked Days * 0.00	Sick Leave/Personal Days * 0.0	Days Paid * 7	Post-Retirement Hours 0.00	Balanced Calendar No

EXAMPLE 3 (cont.) – LA RECORD

The Days Paid reported on the Unpaid Leave of Absence (LA) record reflect the 4 unpaid board-approved leave of absence days that occurred between the Begin and End date of the pay period. These are days the member may be able to purchase in the future.

Employment Information				
Pay Period Begin Date * 04/16/2025	Pay Period End Date * 04/30/2025	Pay Date * 04/30/2025	Payroll Frequency * Semi-Monthly	
Employment Begin Date * 08/09/2018	Employment End Date *	Employment End Reason	Employment Type * Full Time	Job Category * Teacher
Contract Days 185	FTE Percentage 75 %	Contribution Category * 01 - Tier 1		

Earnings & Contributions				
Full Annual Rate \$ 68,635.00	Payment Reason * Unpaid Leave of Absence	Deferred * No	Earnings * \$ 0.00	Earnings that Exceed Salary Limits * \$ 0.00
Contributions * \$ 0.00	THIS Contributions * \$ 0.00	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025	

Timekeeping				
Docked Days * 0.00	Sick Leave/Personal Days * 0.0	Days Paid * 4	Post-Retirement Hours 0.00	Balanced Calendar No

Reminders

- Unpaid board-approved leave of absence days should be reported in the pay period in which they occur, based on the pay period's Begin and End Dates.
- Docked Days and Earnings are never reported on an Unpaid Leave of Absence (LA) record.
- Docked Days are not reported on a Base Salary (BS) record if they are unpaid board-approved leave of absence days.
- On an LA record, the unpaid days should be reflected in the Days Paid field. The member may be able to purchase the days that were unpaid due to a board-approved leave of absence.
- Full Annual Rate of a member that starts on a leave or is on a full year leave of absence is the base full year contract rate for the prior year.
- Full Annual Rate of a member on a partial year leave is the base full year contract rate for the current year.
- The Full Annual Rate is always what they would have made if they worked all year in that position.

RESOURCES

[Gemini Adjustments and Adding Records](#)

[Dock Days/Leave of Absences FAQs](#)

Contact Information

Employer Services

Employer Reporting
(888) 678-3675 Option 1
employers@trsill.org

Accounting Department

Remittances or the Employer Bill
(888) 678-3675 Option 2
accounting@trsill.org

TRS Supplemental Savings Plan (SSP)

(888) 678-3675 Option 3
SSP@trsill.org

