TRS Service Credit

How it’s calculated
Days that earn service credit
Counting days
Terminated sick leave

 Teachers’ Retirement System of the State of Illinois

Retirement Security for Illinois Educators
Service Credit Calculation

• 170 or more days worked in the school year: member earns 1 full year of TRS service credit.

• School year is July 1 through June 30.

• Less than 170 days worked in the school year: days paid ÷ 170 = service credit.

• Example:
  • Teacher is hired at start of 2\textsuperscript{nd} semester.
  • Teacher works a total of 86 days.
  • Teacher earns .506 of a year of service credit. (86 ÷ 170 = .506)
• 1.000 service credit per school year is the maximum.
• A member cannot earn more than 1.000 service credit for any school year, even if the member works for multiple districts or has an extended contract period.
• Teacher who works 180 days (9 months) earns the same amount of service credit as administrator who works 261 days (12 months) per year.
Days that Earn Service Credit

• TRS members earn service credit for each weekday worked in a licensed position.
• TRS does not award service credit for Saturdays and Sundays.
• Additional types of paid days that earn service credit include:
  • Parent/teacher conference days and institute days that are part of the school calendar
  • Sick, personal, and vacation days that are used
  • Holidays
  • Sabbatical leave (if sabbatical is in accordance with Illinois School Code)
  • Suspension or administrative leave that is specifically for investigative purposes
• Refer to Chapter 6 in the TRS Employer Guide.
Days that Do Not Earn Service Credit

- TRS does not give service credit for unpaid days.
- If not paid for holidays, vacations, etc. then no service credit is given for those unpaid days.
- Days of non-licensed extra duty work do not earn service credit.
Leaves of Absence

- Any period designated as a leave of absence, whether paid or unpaid, would not earn TRS service credit.
- If member returns to work after board-approved leave of absence, might be eligible to purchase optional service.
- Refer to Chapter 7 in the *Employer Guide* for more optional service information.
Military Leave

- Military leave is handled differently than any other type of leave.
- If TRS member is called away from teaching to active military duty, member continues to earn TRS service credit.
- Service credit is given whether or not the school district pays any portion of the member’s salary during the military leave.
- See Chapter 5 in the TRS *Employer Guide* for more information about military leaves plus an example.
• Service credit is awarded for each weekday worked in a licensed position, no matter how many minutes or hours the member worked on that day.

• Count each different calendar date as one day paid, even if the person only worked for an hour.

• Do NOT take two half days worked on different calendar dates, add them together as .5 + .5 = 1.0 and report just 1 day. They must be counted and reported as 2 days.
Example 1

• Part-time teacher was employed 50% time all year.
• She worked full days Mondays & Wednesdays, half days Fridays.
• Totals for the year:
  35 Mondays
  37 Wednesdays
  36 Fridays
  108 days reportable to TRS
• Even though the Fridays were half days, each Friday is counted as one day.
Example 2

• Substitute teacher worked only twice during the school year.
• He worked half-day on March 12 and half-day on March 15.
• District must report to TRS that he worked 2 days.
• See Chapter 5 in the *Employer Guide* for more examples.
Terminated Sick Leave

- TRS members can receive up to 2 additional years of service credit at retirement for uncompensated sick leave days that were available to the member but never used.
  - 340 or more sick days = 2 years of service credit.
  - If less than 340 sick leave days: \( \frac{\text{# of SL days}}{340} = \text{service credit} \)
Reporting Terminated Sick Leave to TRS

• When a member terminates employment, the employer must report the unused sick leave days to TRS.
  • If member applies for TRS benefits, employer reports unused sick leave on the member’s Supplementary Report.
  • If no Supplementary Report has been filed, employer reports unused sick leave on the Annual Report Terminated Sick Leave Report.
Sick Leave Complexities

- Sick leave provisions vary widely.
- Practices such as giving bonus days or granting extra sick leave to retiring teachers can create complexities in reporting sick leave to TRS.
- Granting days over and above the teachers’ normal annual allotment can result in the employer incurring an excess sick leave cost when the teacher retires.
- Chapter 6 in the Employer Guide has an extensive discussion of various sick leave issues.
- Employers are encouraged to call TRS Employer Services at (888) 678-3675 with sick leave questions.