

# 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:  $\text{days paid} \div 170 = \text{service credit}$ .
- Example:
  - Teacher is hired at start of 2<sup>nd</sup> semester.
  - Teacher works a total of 86 days.
  - Teacher earns .506 of a year of service credit. ( $86 \div 170 = .506$ )



# Maximum Earned per School Year

- 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.



# Counting Days

- 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:  $\# \text{ of SL days} \div 340 = \text{service credit}$



# 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.