

From: TRS Messenger

Sent: Friday, May 29, 2015 5:00 PM

To: EMPLOYERS

Subject: Last Paid Day on Supplementary Reports

Dear Employer:

When completing Supplementary Reports, the “Last Paid Day (inclusive of paid sick days)” box should represent the last date on the school calendar for which a member is being paid. Many districts’ calendars include paid emergency days. Any unused emergency days are considered paid days at the end of the school year. If your district pays for unused emergency days, please be sure to use the last date for which members are receiving salary per the school calendar. Members do not need to be physically present on those dates for them to be considered paid days.

If you have further questions, please contact us at employers@trs.illinois.gov. Thank you.