

**Department of Employee Trust Funds
State Agency Health Insurance Administration Manual**

Chapter 12 — Accumulated Sick Leave Conversion Credits (ASLCC)

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1201 Accumulated Sick Leave Conversion Credit Program

In accordance with Wis. Stat. § 40.95, eligible employees can convert accumulated sick leave hours to a dollar-based credit to pay premiums for coverage under the State Group Health Insurance Program (if an applicable compensation plan or collective bargaining agreement provides for sick leave conversion). Accumulated sick leave is converted to credits only for the payment of state group health insurance premiums. The sick leave credits are computed as $\text{Hours} \times \text{Highest Basic Pay Rate} = \text{Sick Leave Credits}$.

1202 Eligibility

The following individuals are eligible to use sick leave credits to pay for post-termination health insurance coverage:

1. A terminated, **vested** employee enrolled in the State Group Health Insurance Program at time of termination who:
 - retires with an immediate monthly annuity or retirement lump sum benefit that has an effective date within 30 days of termination; or
 - terminates employment at age 55 or older (50 for protective category employees) and has 20 years of creditable WRS service; or
 - qualifies for a WRS 40.65 duty disability, 40.63 regular disability, or Long-Term Disability Insurance (LTDI) benefit.
2. An eligible surviving spouse, domestic partner and/or dependents. Eligibility for a survivor to use these sick leave credits may be dependent upon whether the employee was

covered by a state group health insurance family policy on the date of death. Refer to the *Sick Leave Conversion Credit Program* (ET-4132) brochure for more information.

An eligible survivor who was covered under the employee's state group health insurance family policy on the date of the employee's death will automatically continue coverage. ETF will process the continuation.

3. A vested employee who, at the time of termination, was a(n):
 - State constitutional officer.
 - Member or officer of the Legislature.
 - State agency head or administrative official appointed by the governor with senate confirmation.
 - Head of certain legislative service agencies.
 - Employee with 20 years of WRS creditable service, who terminated before their minimum retirement age and did not elect a WRS separation benefit.

Note: For these employees, accumulated sick leave credits may be preserved upon termination of employment. Vesting requirements and eligibility to use sick leave credits will be reviewed by ETF when the employee applies for a WRS retirement benefit.

4. Employee on unpaid leave (Refer to subchapter 1203.)
5. An employee on permanent layoff (Refer to subchapter 1204.)

In all situations above, at the time of termination the employer must certify the employee's accumulated sick leave through the online Accumulated Sick Leave system (AcSL). Refer to subchapter 1207.

1203 Unpaid Leave / Temporary Layoff

A. Unpaid Leave of Absence:

Length of Coverage Availability	Payment of Premiums	Employee-Required Contributions	Employer-Required Contributions
<p>An additional 3 months of employer contribution toward premium. Thereafter, employee may continue for up to 36 months under COBRA continuation provisions, by paying the full premium after the employer contribution ends.</p>	<p>Paid in advance by deduction from last payroll check or by personal check; then 30 days prior to the end of the period for which premiums were previously paid.</p> <p>Any employee share must be paid in advance by deduction from the employee's last check or by personal check.</p>	<p>After the 3 additional months of employer contribution toward premium upon leave or temporary layoff, employees still on leave can continue coverage by paying the entire share of premium to their employer in advance.</p>	<p>First 3 months (in addition to any prepaid months at time of termination) after employee is on leave.</p>

B. Temporary Layoff:

Length of Coverage Availability	Payment of Premiums	Employee-Required Contributions	Employer-Required Contributions
<p>An additional 3 months of employer contribution toward premium. Thereafter, employee may continue for up to 36 months under COBRA continuation provisions, by paying the full premium after the employer contribution ends.</p> <p>Can remain on coverage up to 5 years if using sick leave credits.</p> <p>COBRA coverage after the employer contribution ends, sick leave credits are exhausted or employee is still using credits after 5 years have elapsed.</p>	<p>Paid in advance by deduction from last payroll check or by personal check; then 30 days prior to the end of the period for which premiums were previously paid.</p> <p>Any employee share must be paid in advance by deduction from the employee's last check or by personal check.</p>	<p>After the 3 additional months of employer contribution toward premium upon temporary layoff, employees still on leave can continue coverage by paying the entire share of premium to their employer in advance.</p> <p>During temporary layoff only, accumulated unused sick leave may be converted by the employer to a dollar amount to pay premiums. Premiums are deducted until:</p> <ul style="list-style-type: none"> ~ the sick leave credits are exhausted, or ~ the 1st of the month following the employee's acceptance of other employment offering a comparable health insurance plan or policy, or ~ five years have elapsed from the date of layoff, whichever occurs first. 	<p>First 3 months (in addition to any prepaid months at time of termination) after employee is laid off.</p>

1204 Permanent Layoff

For group health insurance purposes, a state employee whose employment is terminated due to permanent layoff is to be treated as if terminated for retirement purposes or on a leave of absence per Wis. Stat. § 40.02 (40) and § 40.05 (4) (bm), meaning that upon termination due to permanent layoff, health insurance coverage may be continued. In addition, all employees terminated due to permanent layoff are entitled to an additional three months of state contribution toward the health insurance premium. This is in addition to the premiums that have already been remitted in advance through normal payroll deduction.

- A. Conversion of Accumulated Sick Leave [Wis. Stat. § 40.05 (4) (b)] - This provision applies to a state employee terminated due to permanent layoff (or a state employee otherwise terminated, e.g., for retirement purposes) who:
1. Begins an immediate monthly annuity; or
 2. Receives a lump sum annuity; or
 3. Has 20 years of creditable service and **is eligible** to retire on an immediate annuity but delays application.

These state employees are eligible to convert accumulated sick leave under the provisions of the Accumulated Sick Leave Conversion Credit Program (ASLCC) and Supplemental Health Insurance Conversion Credit Program (SHICC) programs as follows:

- Accumulated unused sick leave is converted at the employee's **highest basic rate of pay** while employed by the state. Accumulated and supplemental sick leave is certified by the employer through the online Accumulated Sick Leave system (AcSL). Upon receipt of the employer's certification of the converted sick leave, ETF will establish a sick leave account to be used for payment of health insurance premiums.
- Sick leave may be used to fund the employee's premium contribution effective the first of the month following the date the layoff begins, if there is an employee contribution due, for the three additional months of employer paid premium as provided in Wis. Stat. § 40.05 (4) (a) 3. After the three additional months of state contribution toward premiums, the employer will certify the remaining unused sick leave balance to ETF, and the full amount of the premium will then be deducted by ETF from the sick leave credits until the credits are exhausted.
- Under Wis. Stat. § 40.05 (4) (b), the employee may elect to delay using converted sick leave credits if the employee is covered under a comparable health insurance plan. Comparable health insurance means a plan or policy that provides hospital and medical benefits substantially equivalent to those of the Standard Health Insurance Plan established under Wis. Stat. § 40.52 (1).

- B. Conversion of Accumulated Sick Leave [Wis. Stat. § 40.05 (4) (bc)].

This provision applies to a state employee terminated due to permanent layoff (or a state employee otherwise terminated, e.g., for retirement purposes) who:

1. Has attained 20 years of creditable service,
2. Remains a participant (does not take a separation benefit from the WRS), and
3. Is not eligible for an immediate annuity due to not being minimum retirement age, i.e., age 55 (age 50 for protective occupations).

Once eligible to apply for a monthly retirement annuity or lump sum retirement annuity, these state employees are eligible to convert accumulated sick leave under the provisions of the ASLCC program and, if eligible, the SHICC program, effective the date on which the department receives the employee's retirement application as follows:

- Accumulated unused sick leave is converted at the employee's **highest basic rate of pay** while employed by the state. Accumulated and Supplemental sick leave is certified by the employer through the online Accumulated Sick Leave system (AcSL). Upon receipt of the employer's certification of the converted sick leave, ETF will establish a sick leave account to be used for payment of health insurance premiums.
- At the request of the employee, the employer must convert accumulated sick leave to fund the employee's premium contribution, if any, effective the first of the month following the date the layoff begins under the provisions of Wis. Stat. § 40.05 (4) (a) 3. After the three additional months of state contribution toward premiums, the employer will certify the remaining unused sick leave balance to ETF through the online Accumulated Sick Leave system (AcSL), unless the employee requests the employer continue converting accumulated sick leave under Wis. Stat. § 40.05 (4) (bm) [refer to C below].
- An employee covered under a comparable health plan with sick leave preserved under Wis. Stat. § 40.05 (4) (bc), may elect, at the time they are eligible for an annuity and submit a retirement application, to delay using the converted sick leave credits per Wis. Stat. § 40.05 (4) (b). Comparable health insurance means a plan or policy that provides hospital and medical benefits that are substantially equivalent to the Standard Health Insurance Plan established under Wis. Stat. § 40.52 (1).

C. Conversion of Accumulated Sick Leave Wis. Stat. § 40.05 (4) (bm).

Note: Accumulated and supplemental sick leave **are not** certified by the employer through the on-line Accumulated Sick Leave system (AcSL) for employees only eligible for sick leave conversion under Wis. Stat. § 40.05 (4) (bm), i.e., termination due to layoff. The use of sick leave conversion under Wis. Stat. § 40.05 (4) (bm), during layoff is the record keeping and funding responsibility of the employing agency. The employee premium is to be remitted to ETF in the same manner as other active employees participating in the Group Health Insurance Program.

This provision applies to a state employee terminated due to permanent layoff, including those who are:

1. not eligible for an immediate annuity; or
2. eligible to begin an immediate annuity with fewer than 20 years of creditable service, but defer application.

These employees may request that the employer convert their accumulated sick leave for the purpose of paying health insurance premiums, as detailed below.

It is the employer's responsibility to notify employees subject to permanent layoff of the following provisions:

- Upon request, between the date on which the employee receives notice of layoff and the actual layoff date, accumulated unused sick leave may be converted by the employing

agency at the employee's **highest basic rate of pay** while employed by the state, for payment of health insurance premiums.

- Sick leave may be used to fund the employee's premium contribution effective the first of the month following the date the layoff begins. After the three additional months of state contribution toward the premiums, the employee is responsible for the full employee and employer premium, although sick leave credits may be converted by the employer to pay the entire cost.
- An employee using sick leave credits under this provision that returns to state employment and is eligible for reinstatement will have any unused sick leave hours reinstated.
- The full amount of the required premium shall be deducted from the credits until the first of the following occurs:
 1. The credits are exhausted;
 2. The employee accepts other employment with a comparable health insurance policy or plan (even if the employee declines the coverage). This coverage ends the first of the month following the date of other employment; or
 3. Five years elapse from the layoff date.

Health insurance continuation coverage (in compliance with COBRA) using the *Continuation - Conversion Notice* (ET-2311) must be offered when the available sick leave premium contribution ends. (Refer to Chapter 9.)

1205 Permanent Layoff Sick Leave Conversion Reference Chart

This chart provides information regarding sick leave conversion at the time of an employee's permanent layoff (based upon employee status at the time of termination).

Employee status at time of permanent layoff.	Statutory Reference	State Health Contribution	ASLCC Program	SHICC Program	Administrative Responsibility
1. Begins immediate annuity or annuity lump sum. [\$40.25 (1)]	\$40.05(4)(a)3 \$40.05(4)(b)	Up to one month prepaid plus additional 3 months.	Sick leave converted upon layoff. Employee can choose to use sick leave to pay the employee premium contribution during the three additional months of employer paid premium, effective the 1st of the month following the date the layoff begins. Remaining sick leave will be certified to ETF and used once the employer's obligation under §40.05(4)(a)3 has been met unless Escrowed according to § 40.05 (4)(b).	Available after ASLCC is exhausted if the employee has 15 or more full years of adjusted continuous state service. Other OSER regulations apply.	<ul style="list-style-type: none"> Employing agency pays premiums for 3 months after layoff (not including prepaid months) as though an active employee. Employing agency certifies the employee's remaining accumulated sick leave through the on-line Accumulated Sick Leave system (AcSL). (<i>Instructions located in subchapter 1207.</i>) ETF deducts full amount of premium until sick leave credits are exhausted.
2. Eligible for an immediate annuity with less than 20 years of WRS creditable service, but defers application.	\$40.05(4)(a)3 \$40.05(4)(bm)	<ul style="list-style-type: none"> Up to 1 month prepaid plus additional 3 months. If requested, employing agency converts sick leave for health insurance until: Credits are exhausted; 1st of month following employee's acceptance of other employment with a comparable health insurance plan or policy; or 5 years have elapsed; whichever occurs first. 	Any remaining sick leave after §40.05(4)(bm) use for the employee premium contribution for the first three months, effective the first of the month following the date the layoff begins, is lost unless employee reinstates into state service within five years.	Available after ASLCC is exhausted if the employee has 15 years or more of adjusted continuous state service. Other OSER regulations apply. Any remaining credits after §40.05 (4)(bm) use are lost.	<ul style="list-style-type: none"> Employing agency pays premiums for three months after layoff as though employee is an active employee. Employing agency converts sick leave and submits health insurance premiums to ETF as though an active employee. Employing agency responsible for administration, funding and monitoring sick leave balance.

Employee status at time of permanent layoff.	Statutory Reference	State Health Contribution	ASLCC Program	SHICC Program	Administrative Responsibility
<p>3. Eligible for an immediate annuity with 20 or more years of WRS creditable service, but defers application.</p>	<p>§40.05(4)(a)3 §40.05(4)(b)</p>	<p>Up to one month prepaid plus additional three months.</p>	<p>Sick leave converted upon layoff. Employee can choose to use sick leave to pay the employee premium contribution during the three additional months of employer paid premium, effective the first of the month following the date the layoff begins. Remaining sick leave will be certified to ETF and used once the employer's obligation under §40.05 (4) (a) 3 has been met unless escrowed according to §40.05 (4) (b).</p>	<p>Available after ASLCC is exhausted if the employee has 15 years of adjusted continuous state service. Other OSER regulations apply.</p>	<ul style="list-style-type: none"> Employing agency pays premiums for three months after layoff (not including prepaid months) as though an active employee. Employing agency certifies the employee's remaining accumulated sick leave through the online Accumulated Sick Leave system (AcSL). (<i>Instructions located in subchapter 1207.</i>) ETF deducts full amount of premium until sick leave credits are exhausted.
<p>4. Not eligible for immediate annuity with fewer than 20 years of creditable service.</p>	<p>§40.05(4)(a)3 §40.05(4)(bm)</p>	<ul style="list-style-type: none"> Up to one month prepaid plus additional three months. If requested, employing agency converts sick leave for health insurance until: Credits are exhausted; First of month following employee's acceptance of other employment with a comparable health insurance plan or policy; or Five years have elapsed, whichever occurs first. 	<p>Any remaining sick leave after §40.05 (4) (bm) use is lost unless employee reinstates into state service within five years.</p>	<p>Available after ASLCC is exhausted if the employee has 15 years of adjusted continuous state service. Other OSER regulations apply. Any remaining credits after §40.05(4)(bm) use are lost.</p>	<ul style="list-style-type: none"> Employing agency pays premiums for 3 months after layoff (not including prepaid months) as though an active employee. Employing agency converts sick leave and submits health insurance premiums to ETF as though an active employee. Employing agency responsible for administration, funding and monitoring sick leave balance.

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Employee status at time of permanent layoff.	Statutory Reference	State Health Contribution	ASLCC Program	SHICC Program	Administrative Responsibility
<p>5. Ineligible for an immediate annuity with 20 or more years of WRS creditable service.</p>	<p>§40.05(4)(a)3 §40.05(4)(bm) §40.05(4)(bc)</p>	<ul style="list-style-type: none"> • Up to one month prepaid plus additional three months. • If requested, employing agency converts sick leave for health insurance until: <ul style="list-style-type: none"> * credits are exhausted; * first of month following employee's acceptance of other employable health insurance plan or policy; or * five years have elapsed; whichever occurs first. 	<p>Sick leave converted upon layoff. Employee can choose to use sick leave to pay the employee premium contribution during the three additional months of employer paid premium, effective the 1st of the month following the date the layoff begins.</p> <p>After the three additional months of employer contribution:</p> <ol style="list-style-type: none"> 1. Employing agency certifies any remaining sick leave through the online Accumulated Sick Leave system (AcSL) to be preserved by ETF until the employee applies for a retirement benefit; or 2. Employee requests to continue using converted sick leave to pay for premiums through the employer until credits are exhausted, the 1st of the month following employee's acceptance of other employment with a comparable health insurance plan or policy; or five years have elapsed; whichever occurs first. Employing agency then certifies any remaining sick leave through the online Accumulated Sick Leave system (AcSL) to be preserved by ETF until the employee applies for a retirement benefit. 	<p>Available after ASLCC is exhausted if the employee has 15 years of adjusted continuous state service. Other OSER regulations apply.</p>	<ul style="list-style-type: none"> • Employing agency pays premiums for 3 months after layoff (not including prepaid months). Employee can choose to use converted sick leave to pay any employee share of premiums. • Employer reports employee to ETF as though an active employee. <p>Then:</p> <ul style="list-style-type: none"> • Employing agency certifies any remaining sick leave through the online Accumulated Sick Leave system (AcSL) to be preserved by ETF for conversion upon receipt of retirement application. <i>(Instructions located in sub-Chapter 1207.)</i> • Employing agency responsible for administration, funding and monitoring sick leave balance during any period when the employee is using these credits to pay the premiums while still covered as an active employee.

1206 Accumulated Sick Leave and Chapter 40 Terminations

Effective April 1, 2006, an employee does **not** have to sever the employee/employer relationship to receive § 40.63 Disability Retirement or LTDI benefits. Employers may now elect to keep an employee on a leave of absence for purposes of maintaining fringe benefits not administered under Chapter 40, i.e., benefits provided by the employer but not administered by ETF. Employees terminated for Chapter 40 purposes but remaining on leave of absence for non-Chapter 40 benefit purposes are considered Chapter 40 terminations.

Sick leave balances with which the employee intends to pay for health insurance premiums are considered earnings not-paid. State employees must sever the employee/employer relationship if they wish to convert sick leave balances to pay for health insurance premiums.

If an employee is covered under a spouse's/domestic partner's insurance plan outside of the State Group Health Insurance Program (through a private employer or a participating local employer) and the state employee dies, the spouse/domestic partner does not have access to the deceased state employee's accumulated sick leave.

The table below provides examples of § 40.63 situations, including action for health insurance affected by policy changes:

Type of Employee/ Disability Type	Employee's Situation upon Approval of Disability	Type of Termination	Action BEFORE § 40.63 Benefit Approval	WRS Death Benefit
A. State § 40.63	Sick leave balance remains (earnings not all paid). Health insurance coverage continued during LOA.	Sever employee/ employer relationship or exhaust sick leave balance before § 40.63 can be approved. (If sick leave is exhausted, go to C.)	Employer reports termination or employee exhausts sick leave balance (extending last day paid). Employee continues health insurance as an annuitant with deductions from sick leave conversion account.	Annuitant

Type of Employee/ Disability Type	Employee's Situation upon Approval of Disability	Type of Termination	Action BEFORE § 40.63 Benefit Approval	WRS Death Benefit
B. State § 40.63	Sick leave balance remains (earnings not all paid). Health insurance coverage lapsed during LOA.	Sever employee/ employer relationship or exhaust sick leave balance before § 40.63 can be approved. (If sick leave is exhausted, go to D.)	Employer reports termination OR employee exhausts sick leave balance (extending last day paid). Health insurance reinstated as annuitant if enrollment received within 30 days of approval notice. Employee continues health insurance as an annuitant with deductions from sick leave conversion account.	Annuitant
C. State § 40.63	No sick leave balance remains (earnings all paid). Health insurance coverage continued during LOA.	Employer's Option: Chapter 40 termination or sever the employee/ employer relationship.	Employer reports termination. Employee continues health insurance as an annuitant through annuity deduction or direct pay.	Annuitant

Type of Employee/ Disability Type	Employee's Situation upon Approval of Disability	Type of Termination	Action BEFORE § 40.63 Benefit Approval	WRS Death Benefit
D. State § 40.63	No sick leave balance remains (earnings all paid). Health insurance coverage lapsed during LOA.	Employer's Option: Chapter 40 termination or sever the employee/ employer relationship.	Employer reports termination. Health insurance reinstated as annuitant if enrollment received within 30 days of approval notice. Employee continues health insurance as an annuitant through annuity deduction or direct pay.	Annuitant
E. State § 40.63	No sick leave balance remains (earnings all paid). No health insurance as active employee.	Employer's Option: Chapter 40 termination or sever the employee/ employer relationship.	Employer reports termination. No enrollment opportunity allowed; coverage not in effect prior to the LOA.	Annuitant

The table below provides examples of LTDI situations, including action for health insurance affected by policy changes:

Type of Employee/ Disability Type	Situation during leave of absence upon approval of disability	Type of Termination	Action BEFORE LTDI Approval	WRS Death Benefit
A. State LTDI	Sick leave balance remains (earnings not all paid). Health insurance coverage continued during LOA.	Sever employee/ employer relationship or exhaust sick leave balance before LTDI can be approved. (If sick leave exhausted, go to C.)	Employer reports termination or employee exhausts sick leave balance (extending last day paid). Employee continues health insurance with deductions from sick leave conversion account.	Inactive employee contribution balances.
B. State LTDI	Sick leave balance remains (earnings not all paid). Health insurance coverage lapsed during LOA.	Sever employee/ employer relationship or exhaust sick leave balance before LTDI can be approved. (If sick leave exhausted, go to D.)	Employer reports termination or employee exhausts sick leave balance (extending last day paid). Health insurance reinstated if enrollment received within 30 days of approval notice. Employee continues health insurance as an annuitant with deductions from sick leave.	Inactive employee contribution balances.
C. State LTDI	No sick leave balance remains (earnings all paid). Health insurance coverage continued during LOA.	Leave of absence. Termination allowed, not required.	Employer reports LOA or termination. Employee continues health insurance during LOA by payment of employee/ employer premiums to employer.	Active employee minimum of twice the employee required contributions.

Type of Employee/ Disability Type	Situation during leave of absence upon approval of disability	Type of Termination	Action BEFORE LTDI Approval	WRS Death Benefit
D. State LTDI	No sick leave balance remains (earnings all paid). Health insurance coverage lapsed during LOA.	LOA. Termination allowed, not required.	Employer reports LOA or termination. Health insurance reinstated if enrollment received within 30 days of approval notice. Employee continues health insurance during LOA by payment of employee/employer premiums to employer.	Active employee: minimum of twice the employee required contributions.
E. State LTDI	No sick leave balance remains (earnings all paid). No health Insurance coverage as active employee.	LOA. Termination allowed, not required.	Employer reports LOA or termination. No enrollment opportunity allowed; coverage not in effect prior to the LOA.	Active employee: minimum of twice the employee required contributions.

1207 Certifying Credits through the Online Accumulated Sick Leave System (AcSL)

An employer must certify accumulated and supplemental sick leave credits through the AcSL system within 30 days after an employee’s termination. Certify credits for each employee terminating from state service who:

1. is age 55 or older (age 50 if protective occupation);
2. is applying for a disability benefit or LTDI;
3. died;
4. is a *public official* (qualifies for delayed sick leave usage under 1991 Wisconsin Act 39 [Public Official]); or
5. is terminating after 20 years of service but is not eligible for an immediate annuity (qualifies for delayed sick leave usage under 2003 Wisconsin Act 33).

Access

Employers can access AcSL through the myETF Benefits for Administrators menu.

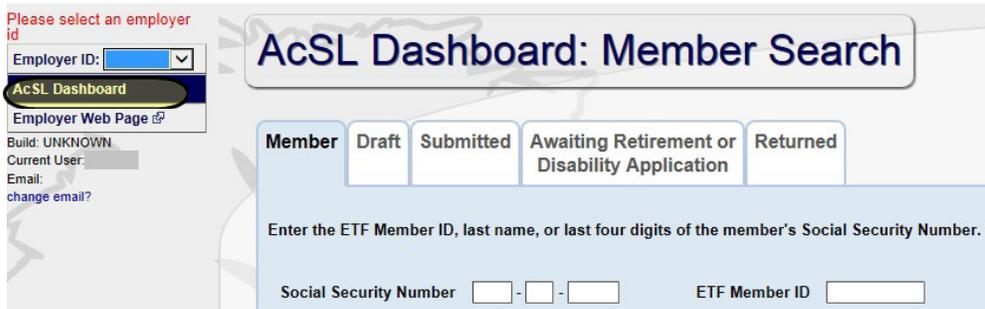
1. Log in to myETF Benefits with your User ID and Password.

2. Under the 'Health' tab, choose the option "Accumulated Sick Leave".

Menu

1. The AcSL menu will appear on the left-hand side of your screen. Initially, the menu only provides you with two options: AcSL Dashboard and Employer Web Page.

Note: If you are an employer with access to submit on behalf of multiple Employer IDs, you must select the appropriate Employer ID from the drop-down box.

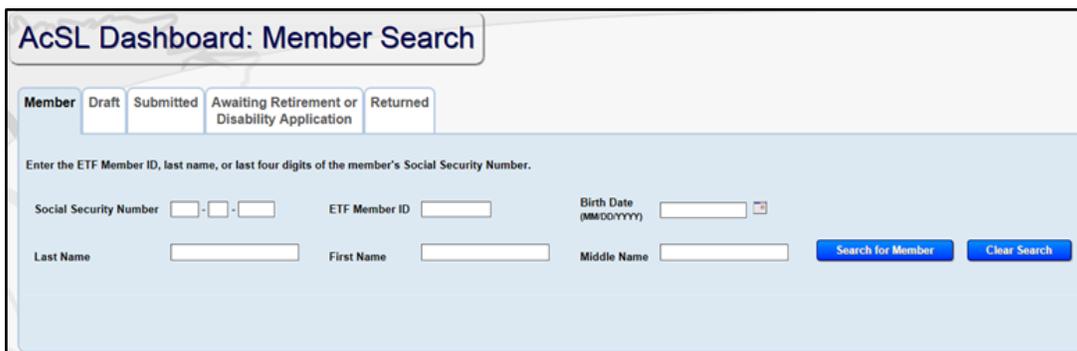


3. As you begin the process of entering a sick leave certification, additional menu options appear. Select any of the available menu options at any time to navigate to that screen.



Member Search

1. Search for the member with the Social Security number (minimum last four), ETF Member ID or Last Name/First Name.
2. Click 'Search for Member' to initiate the search.



3. Verify the employee and click on 'View Member Information'.

4. You can sort the results by utilizing the sort function next to the field name.

Last Name	First Name	Middle Name	Social Security Number	ETF Member ID	DOB	City	State	Action
Doe	John	J	9999	99999999	01/01/1851	Madison	WI	View Member Information
Doe	Jane	J	8888	11111111	01/01/1111	Stoughton	WI	View Member Information

Sick Leave Certification Entry

1. Click 'Start New Certification'.

Member Information Overview :

Employee Information

Member Name
Social Security Number
ETF Member ID
Birth Date
Date of Death
Address
Gender

Health Plans where is currently a Subscriber

Current Employer Name: UNIVERSITY OF WISCONSIN SYSTEM (0001131)
Health Plan Carrier: STANDARD PLAN 01
Coverage Type: SINGLE
Group Number: 83445
Coverage Begin Date: 01/01/2004
Coverage End Date:

Employment History

Employer Number	Employer Name	Begin Date	Termination Date
0001131	UNIVERSITY OF WISCONSIN SYSTEM	07/02/2011	
0001131	UNIVERSITY OF WISCONSIN SYSTEM	04/01/1996	07/02/2011
0001130	UNIV OF WIS SYSTEM-CEN ADMIN	11/15/1976	01/01/1995

Health Plans where is currently a Dependent

Not a dependent on any other subscriber's health plan.

Review Pending Transaction(s)

No pending transactions at this time.

Sick Leave Certifications [Start New Certification](#) [Generate Estimate](#)

This member has no certifications.

Sick Leave Accounts

This member has no accounts.

2. Fill in the termination date and choose the reason for termination from the drop-down menu.

- The termination date must be formatted as mm/dd/yyyy. The termination date can neither be blank nor in the future or you will receive an error message.
- The termination reason cannot be blank.

Step 1: Enter Termination Information Step 2: Verify Health Plan Step 3: Calculate Accumulated Leave Credits

This certification has not yet been saved.

Employee Information

Member Name
Social Security Number: XXX-XX-
ETF Member ID
Birth Date
Date of Death
Address
Gender

Termination Information

Termination Date (MM/DD/YYYY): 05/15/2014
Reason for Termination: Retirement Eligible
[Next](#)

3. Click "Next".

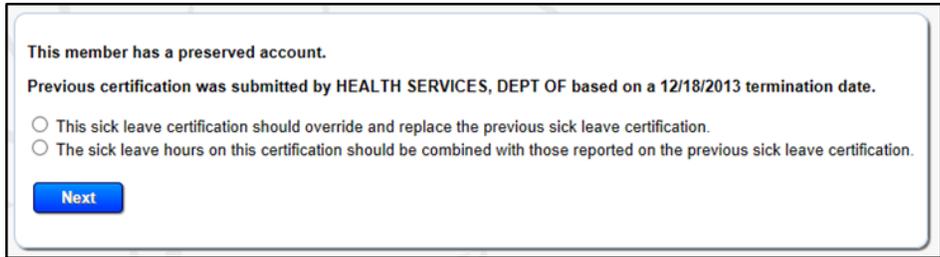
Note: If the termination reason is "Retirement" or "Death" the member **must** have active health insurance coverage under the State Group Health Insurance Program in order for the

sick leave credits to be certified.

- a. You will receive the following error message if the employee is not currently covered under the State Group Health Insurance Program.



- b. If you believe this message is in error, please contact ETF for assistance.
- c. If a **preserved** sick leave account is on file, you will receive the following message:



- i. What is a “preserved” sick leave account?
- If an employee terminates employment with at least 20 years of creditable WRS service, they qualify to have their sick leave preserved.
 - If an employee is either a state constitutional officer, a member or an officer of the legislature, or the head of a state department or agency who was appointed by the governor with senate confirmation, they qualify to have their sick leave preserved after termination.
4. You **must choose one** of the following:
- a. “This sick leave certification should override and replace the previous sick leave certification.”
- i. “**Override and replace**” should be used for situations where the employee returns to state employment within a valid reinstatement period and had their remaining sick leave balance from the previous period of employment added to the starting leave balance for the current period of state employment.
- b. “The sick leave hours on this certification should be combined with those reported on the previous sick leave certification.”
- i. “**Combined**” should be used for situations where an employee returned to state employment outside of a valid reinstatement period and wasn’t eligible to receive their remaining sick leave balance from the previous period of state employment.
5. Then click ‘Next’ to proceed.

Entering Sick Leave Hours for Submission

1. Click 'Enter Sick Leave Hours to Submit' at the bottom of the screen.



2. Enter all of the necessary employee information.
 - **For UW Employers Only** – Employers certifying sick leave on behalf of UW employees are required to answer the following question:

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement? YES NO

For more specific details on academic staff and the required information that may be needed for these certifications, please contact UW System Administration Office of Human Resources and Workplace Diversity.

Termination Information	
Select employer from list	EMPLOYEE TRUST FUNDS. DEPT OF
Termination Date (MM/DD/YYYY)	05/13/2014
Reason for Termination ?	Retirement Eligible

Accumulated Leave (ASLCC) Information	
Unused Sick Leave Hours	0.00
Other Creditable Leave Hours	0.00
Highest Basic Hourly Pay Rate as State Employee	0.000
ASLCC Total	\$0.00

Supplemental Sick Leave (SHICC) Information	
Note: Do not complete this section if the employee is in a position (e.g., Crafts) that is not eligible for SHICC credits.	
Seniority Date/Adjusted Continuous Service Date (MM/DD/YYYY) <small>Note: Do not use the WRS Service Date.</small>	
Bargaining Unit	
Years of Service in General/Executive Category WITHIN THE FIRST 24 YEARS	0
Years of Service in Protective Category WITHIN THE FIRST 24 YEARS	0
Years of Service in Excess of 24 Years	0
Full Years of Service/Seniority	0
SHICC Eligible Hours	0.00
SHICC, 500 Hour Restoration	0.00
SHICC Total	\$0.00

Grand Total	
Certification Total	\$0.00

Field Name	Instructions
Unused Sick Leave Hours	Required field.
Other Creditable Leave Hours	Optional field. Must reflect the number of hours of sabbatical or unused vacation that eligible employees elect to convert.
Highest Basic Hourly Pay Rate as State Employee	Required field.
Seniority Date	Required field. Date must be formatted as MM/DD/YYYY.
Bargaining Unit	Optional field.
Years of Service in General/ Executive Category within the First 24 Years	The combined total of the value entered in this field and the “Years of Service in Protective Category” field must equal the lesser of 24 years or the value in “Full Years of Service”.
Years of Service in Protective Category within the First 24 Years	The combined total of the value(s) entered in this field and the “Years of Service in General/Executive Category” field must equal the lesser of 24 years or the value in “Full Years of Service”.
“Full Years of Service/Seniority”	Automatically calculates based on the term date and seniority date that were entered.
SHICC Eligible Hours	Enter the total sick leave hours eligible for SHICC.
SHICC, 500 Hour Restoration	This field will accept only values of “0” or “500”.

- The certification contains a field for ‘*Employer Notes*’ to be used for your reference, to share info with ETF, etc. These notes will stay with the certification in AcSL but will *not* appear on the printed certification.

Employer Notes

- If you need to save the certification for completion at a later date, click ‘*Save Draft*’.



- If you have finished the certification, click ‘*Submit to ETF*’.



Note: If you have restricted access, you will not see the ‘*Submit to ETF*’ button. You must click on ‘*Submit for Review*’ to send the certification to your central payroll office for review. Your central payroll office will then submit the certification to ETF.



Employees on Layoff and Sick Leave Certification

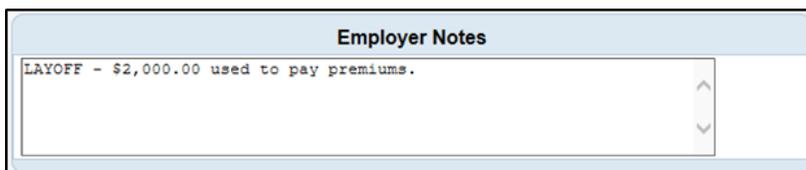
For employees who are on layoff and are eligible to use their sick leave credits through their employer to pay for health insurance premiums:

- a. The employing agency is responsible for administration, funding and monitoring sick leave balances. Therefore, the employing agency must manually track how much sick leave is used to pay premiums.
- b. You can generate the dollar amount of sick leave available for the employee by using the '*Generate Estimate*' function in AcSL. Estimates are only available to view immediately after it is generated and cannot be saved in AcSL. You may save it as a PDF to your own computer.



- or -

- c. You can key it as an actual certification and save it as a draft (refer to instructions provided previously in this section on how to save a certification as a draft).
Note: *Do not submit this to ETF. The employing agency is responsible for administration of these balances.*
- d. If eligible, the employing agency certifies any remaining sick leave through AcSL to be preserved by ETF for conversion upon receipt of retirement application.
- e. The employing agency will follow the same instructions provided previously in this section on how to submit a sick leave certification. There are, however, two special things to note when submitting a sick leave certification for layoff situations:
 - Enter the full amount of Accumulated Sick Leave and SHICC the employee had **at the time of layoff**.
 - In the “Employer Notes” field, please indicate “LAYOFF”, as well as how many of the sick leave credits have been used through the employer to pay for premiums.
- f. ETF will adjust the sick leave balance based on the information you provide.



ETF Review and Acceptance/Rejection of Certification

1. Once you submit the certification, ETF will review it and then either **approve** the certification and set up a sick leave account or **reject** the certification and return it to you, the employer.
 - a. While in *Draft* status, you can change the certification values as often as needed before submitting to ETF.

- b. Once you 'Submit to ETF' the values are *frozen*. If you determine that something needs to change, you will need to amend the certification.
- c. In some situations, ETF may reject the sick leave certification and return it to the employer (e.g., employee is not vested or employee did not take an immediate annuity, etc.).

Printing a Certification

1. Once a certification has been submitted, print a copy. Choose "View Certification" from the Member Info Overview page and select the "View Printable Certification" button. A PDF of the certification that you can print for your records.



Example of PDF:

	STATE OF WISCONSIN Department of Employee Trust Funds Robert J. Conlin SECRETARY	801 W Badger Rd PO Box 7931 Madison WI 53707-7931 1-877-533-5020 (toll free) Fax (608) 267-4549 TTY (608) 267-0676 http://etf.wi.gov																																							
	SICK LEAVE CREDIT CERTIFICATION Submitted -01/08/2014																																								
<table border="1" style="width: 100%;"> <tr> <th colspan="2" style="text-align: center;">Employee Information</th> </tr> <tr> <td>Member Name</td> <td></td> </tr> <tr> <td>Member SSN</td> <td>XXX-XX-</td> </tr> <tr> <td>Member ID</td> <td></td> </tr> <tr> <td>Birth Date</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> <tr> <td>Gender</td> <td>MALE</td> </tr> <tr> <td>Termination Date</td> <td>05/31/2013</td> </tr> <tr> <td>Termination Reason</td> <td>Retirement Eligible</td> </tr> </table>			Employee Information		Member Name		Member SSN	XXX-XX-	Member ID		Birth Date		Address		Gender	MALE	Termination Date	05/31/2013	Termination Reason	Retirement Eligible																					
Employee Information																																									
Member Name																																									
Member SSN	XXX-XX-																																								
Member ID																																									
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Submitted	1/8/14 12:34 PM	ButtcT																																							
Generated on 05/13/2014		ET-4563 (REV 11/2012)																																							

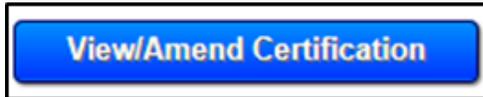
Amended Certification vs. New Certification

- Creating a New Certification:** If there are additional sick leave hours to report (i.e. an employee who retired and had his/her hours reported to ETF returns to work as a rehired annuitant, becomes a participating WRS employee, and then retires again. The sick leave earned during that 2nd period of employment should be reported on a NEW certification.)
- Amending:** If you determine that **any** value (term date, term reason, ASLCC hours or pay rate, SHICC seniority date, etc.) originally keyed was incorrect and needs to be changed.

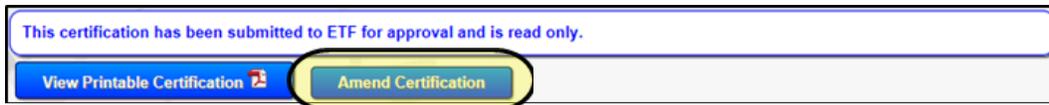
Amending a Certification

A certification can be amended (corrected) after it has been submitted to ETF.

1. To amend a certification, click, “View/Amend Certification”, located to the right of the submitted sick leave certification (This button will **not** appear until a certification has been submitted to ETF.)



2. Any field on a certification can be amended. At the top of the screen, you will see a statement regarding the status of the certification. Choose “Amend Certification” to make changes.



3. Indicate “Yes” if you want to amend the certification.



- a. You can amend a certification as many times as needed. The print version of an amended certification will also display “This is an AMENDED certification” at the top of the page and in the status tracking at the bottom of the right hand side of the form.

This certification has been saved as a draft.

This is an AMENDED certification.

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement? YES NO

Termination Information

Employer ID	UNIVERSITY OF WISCONSIN SYSTEM (0001131)
Termination Date (MMDDYYYY)	07/08/2013
Reason for Termination	Retirement Eligible

Accumulated Leave (ASLCC) Information

Unused Sick Leave Hours	3.05
Other Creditable Leave Hours	0.00
Highest Basic Hourly Pay Rate as State Employee	40.457
ASLCC Total	\$123.39

Supplemental Sick Leave (SHICC) Information

Note: Do not complete this section if the employee is in a position (e.g., Crafts) that is not eligible for SHICC credits.

Seniority Date/Adjusted Continuous Service Date (MMDDYYYY) Note: Do not use the WRS Service Date.	
Bargaining Unit	
Years of Service in General/Executive Category WITHIN THE FIRST 24 YEARS	0
Years of Service in Protective Category WITHIN THE FIRST 24 YEARS	0
Years of Service in Excess of 24 Years	0
Full Years of Service/Seniority	0
SHICC Eligible Hours	0.00
SHICC, 500 Hour Restoration	0.00
SHICC Total	\$0.00

Grand Total

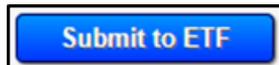
Certification Total	\$123.39
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b. Any field the employer has entered on the certification can be amended.

- If you need to save the amended certification for completion at a later date, click 'Save Draft'.



- Once you have finished amending the certification, click 'Submit to ETF'.



Note: If you have restricted access, you will not see the 'Submit to ETF' button. You must click on 'Submit for Review' to send the certification to your central payroll office for approval.



Dashboard Tabs

Member Tab:

- There are multiple tabs on the AcSL Dashboard page. The first is labeled ‘*Member Search*’, where you search for your employees.



The other tabs serve as a work queue to help employers track their certifications. At any time, an employer can view certifications in any of the following statuses:

“Draft”:

- “Draft”: Certifications the employer started but not finished.
- Also includes certifications keyed by employers with *Restricted Access* that have been “submitted for review” for their central payroll office.
 - An employer representative with *Full Access* needs to open these certifications, review them, and then choose ‘*Submit to ETF*’.

Member Search	Draft	Submitted	Awaiting Retirement or Disability Application	Returned			
Social Security Number	ETF Member ID	Member Name	Updated Reason	Created On	Updated By	Notes	Action
92	1042			09/03/2013	P.		Edit/Delete Certification
47	1101			01/08/2014	mat		Edit/Delete Certification
31	10231			01/08/2014	me		Edit/Delete Certification
59	10086			12/23/2013	ma		Edit/Delete Certification
20				12/05/2013	P.		Edit/Delete Certification

“Submitted”:

- “Submitted”: Certifications the employer submitted to ETF but have not been reviewed and accepted.

Member Search	Draft	Submitted	Awaiting Retirement or Disability Application	Returned			
Social Security Number	ETF Member ID	Member Name	Updated Reason	Created On	Updated By	Notes	Action
47	1041			01/08/2014	Bu		View Certification
27	100			12/23/2013	ma		View Certification
59	1008			01/29/2014	ma		View Certification
81	1021			01/30/2014	C.		View Certification
63	1032			02/04/2014	C.		View Certification

“Awaiting Retirement or Disability Application”:

- ETF is waiting for additional information from the employee before we can approve the certification – in some cases, the employee does not apply for an immediate annuity, in which case the certificate will be rejected and returned to the employer. Sick leave credits should then be added back onto the employer’s records (in the event the employee returns to work).

Member Search	Draft	Submitted	Awaiting Retirement or Disability Application	Returned					
Social Security Number	ETF Member ID	Member Name	Updated Reason	Created On	Updated By	Notes	Action		
23	1027		AWAITING RET/DIS APP	12/04/2013	GR		View Certification		

“Returned”:

- Certifications rejected by ETF and returned to the employer. Certifications may be returned due to missing information or because it has been determined the employee is not eligible to use these credits for post-retirement health insurance. ETF will send e-mail notifications when certifications are moved to this queue. Once in this queue, employers can either: 1) update or correct the certification before resubmitting it to ETF or 2) delete the certification if the employee is not eligible to use these credits to pay for post-retirement health insurance; the credits should be added back onto the employer’s records (in the event the employee returns to work).

Member Search	Draft	Submitted	Awaiting Retirement or Disability Application	Returned					
Social Security Number	ETF Member ID	Member Name	Updated Reason	Created On	Updated By	Notes	Action		
00	1104			06/12/2013	CU		Edit/Delete Certification		
37	1027			09/26/2013	But		Edit/Delete Certification		
78	1041			11/21/2013	CA		Edit/Delete Certification		
42	1107			11/27/2013	JUF		Edit/Delete Certification		

Once a certification is approved by ETF, it will disappear from the work queues. ETF will then establish a sick leave account for the member, and the employer’s role in the process is complete.

Contact ETF if you have questions or need assistance keying a certification.

1208 Generating a Sick Leave Credit Estimate through the Online Accumulated Sick Leave System (AcSL)

Employers have the ability to generate a sick leave credit estimate for their employees in AcSL. The estimate will provide a sick leave certification total based on what the employer enters into the estimated hourly wage and sick leave hours. You can either print a hard copy of the PDF to give to your employee, or you can save a copy of the PDF to your desktop to e-mail the document to the employee.

1. After searching for and selecting a member in the “Member Search” tab, click the ‘*Generate Estimate*’ button on the Member Information Overview screen.

Member Information Overview :

Employee Information	
Member Name	
Social Security Number	XXX-XX-
ETF Member ID	
Birth Date	
Date of Death	
Address	No address on file
Gender	FEMALE

Employment History			
Employer Number	Employer Name	Begin Date	Termination Date
0001131	UNIVERSITY OF WISCONSIN SYSTEM	08/31/1998	

Sick Leave Certifications

2. Enter in the projected future termination date, and reason for termination.
3. Click 'Next'. AcSL will display current health insurance information.
4. Click on the 'Enter Estimated Sick Leave Hours' button.

Step 1: Enter Termination Information Step 2: Verify Health Plan Step 3: Calculate Accumulated Leave Credits

This is an ESTIMATE only.

Employee Information		Termination Information	
Member Name		Termination Date (MM/DD/YYYY)	06/30/2015
Social Security Number	XXX-XX-	Reason for Termination	Retirement Eligible
ETF Member ID			
Birth Date			
Date of Death			
Address	No address on file		
Gender	FEMALE		

Health Plans where _____ is a Subscriber as of termination date
 _____ is not a subscriber on any state health plan contract.

Health Plans where _____ is a Dependent as of termination date
 Not a dependent on any other subscriber's health plan.

- a. **For UW Employers only** – Employers generating estimates on behalf of UW employees are required to answer the following question:

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement? YES NO

5. Enter the employee's ASLCC and SHICC information.
 - a. Refer to subchapter 1207 for instructions on the sick leave certification's input fields.
6. Click the 'Print Copy for Member' button. A PDF of the sick leave credit estimate will be generated.

This is an ESTIMATE only.

Employee must be covered by the state group health insurance program on the retirement date to be eligible for these credits.

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement? YES NO

Termination Information

Employer ID	UNIVERSITY OF WISCONSIN SYSTEM (0001131)
Termination Date (MMDD/YYYY)	06/30/2015
Reason for Termination	Retirement Eligible

Accumulated Leave (ASLCC) Information

Unused Sick Leave Hours	1270.00
Other Creditable Leave Hours	0.00
Highest Basic Hourly Pay Rate as State Employee	25.000
ASLCC Total	\$31,750.00

Supplemental Sick Leave (SHICC) Information

Note: Do not complete this section if the employee is in a position (e.g., Crafts) that is not eligible for SHICC credits.

Seniority Date/Adjusted Continuous Service Date (MMDD/YYYY)	01/01/1981
Note: Do not use the WRS Service Date.	
Bargaining Unit	
Years of Service in General/Executive Category WITHIN THE FIRST 24 YEARS	24
Years of Service in Protective Category WITHIN THE FIRST 24 YEARS	0
Years of Service in Excess of 24 Years	10
Full Years of Service/Seniority	34
SHICC Eligible Hours	1270.00
SHICC, 500 Hour Restoration	500.00
SHICC Total	\$44,250.00

Grand Total

Certification Total	\$76,000.00
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[Print Copy for Member](#)

Note: Sick leave estimates cannot be saved in the AcSL system. You can save a copy of the PDF to your computer.

Example:

		STATE OF WISCONSIN Department of Employee Trust Funds Robert J. Condon SECRETARY		801 W. Badger Rd. PO Box 7921 Madison, WI 53707-7921 1-877-622-6222 (Toll Free) Fax: (608) 247-4547 TTY: (608) 247-0476 http://etf.wis.gov	
SICK LEAVE CREDIT CERTIFICATION ESTIMATE -05/14/2014 This is an ESTIMATE only. <small>Employee must be covered by the state group health insurance program on the retirement date to be eligible for these credits.</small>					
Employee Information Member Name Member SSN: XXX-XX- Member ID Birth Date Gender: FEMALE Termination Date: 05/02/2015 Termination Reason: Retirement Eligible			Health Plan at Date of Termination Health Plan Carrier Coverage Type Group Number Coverage Begin Date Coverage End Date Plan Subscriber		
Accumulated Leave (ANLCC) Information Unused Sick Leave Hours: 1,270.00 Other Creditable Hours: 0.00 Highest Basic Hourly Pay Rate: \$ 25.00 ANLCC Total: \$ 31,750.00			Employer Information Employer Name: UNIVERSITY OF WISCONSIN SYSTEM Submitted by: ETF on behalf of the employer Submitted date: 05/14/2014		
Supplemental Sick Leave (SHCC) Information Seniority Date: 01/01/1981 Academic Year Employee?: No Bargaining Unit Years of Service in General/Executive Category (within the first 24 years): 24 Years of Service in Protective Category (within the first 24 years): 0 Years of Service in Excess of 24 years: 10 Full Years of Service/Seniority: 34.00 SHCC Eligible Hours: 1,270.00 SHCC, 500 Hour Restoration: 500.00 SHCC Total: \$ 44,250.00			There are no previous versions of this certificate.		
Grand Total Certification Total: \$ 76,000.00					
Generated on: 05/14/2014		ET-4563 (REV 11/2012)			

1209 Escrow of Sick Leave Credits

Eligible state employees or their surviving dependents insured under the State Group Health Insurance Program at the time of termination may elect to escrow (bank) their accumulated sick leave credits. The employee can elect to escrow the sick leave for an indefinite period if continuously covered by comparable non-state health insurance coverage. Comparable non-state health insurance coverage means a plan with hospital and medical benefits substantially equivalent to the state’s Standard Plan.

If the employee is a dependent on a spouse’s state group health insurance contract, the sick leave credits will automatically be placed “on hold” until the spouse retires and depletes their sick leave credits. Both spouses must meet the sick leave eligibility requirements.

To escrow, the employee must complete a *Sick Leave Escrow Application* (ET-4305). The decision to escrow can be done no more than one time per year, either at the time of termination of employment or at a later date when the employee enrolls in a comparable non-state health insurance plan. The sick leave account will be escrowed on the first of the month following receipt of the signed and completed form.

More detailed information is available in the *Sick Leave Conversion Credit Program Brochure* (ET-4132). For questions on escrowing sick leave credits or to obtain forms, you can direct employees to go online to etf.wi.gov or call ETF toll-free at 1-877-533-5020 or 608-266-3285.

1210 Payment

Payment for the use of Sick Leave Conversion Credits is secured from the Sick Leave Conversion Credit fund to which each participating employer contributes through the Wisconsin Retirement System monthly contribution report.

1211 Annual Statement of Account

Annually, ETF mails annuitants, survivors and dependents an annual statement giving the account status, beginning balance and the current balance of their accumulated sick leave account.