

Sick Leave Conversion Certification Notice

You are receiving this notice and copy of your Accumulated Sick Leave Certification that was submitted to the Department of Employee Trust Funds (ETF) because you met one of the following eligibility criteria. You may be eligible to use the value of these accumulated sick leave credits to pay for State of Wisconsin Group Health Insurance premiums if you:

- Retired and applied for a Wisconsin Retirement System (WRS) immediate monthly annuity or Lump Sum benefit; **or**
- Terminated WRS employment at age 55 or older (50 for protective category employees) and have 20 years of creditable WRS service; **or**
- Terminated WRS employment due to layoff and you have elected to use sick leave credits to pay for your health insurance; **or**
- Terminated WRS employment with at least 20 years of WRS creditable service*, but are not eligible to retire; **or**
- Qualify for a WRS Disability or Long Term Disability Insurance benefit.

The credits can only be used to pay State of Wisconsin Group Health Insurance premiums. Should you die, your eligible dependents can use the credits only if family coverage is in force. There is no cash value to the credits.

Calculation of Accumulated Sick Leave Conversion Credits

This section includes the information on how the value of your Accumulated Sick Leave Conversion Credits (ASLCC) and your Supplemental Health Insurance Conversion Credits (SHICC) were calculated.

ASLCC

Multiply the number of hours of your unused sick leave by the highest basic pay rate you had while an employee of the **State**. For salaried employees, to determine an hourly rate, divide your annual full-time rate by either 9 or 12 (depending upon whether you are paid on an academic year or annual basis) and divide the result by 174.

SHICC

If you had 15 or more years of adjusted **continuous state service*** you are eligible for SHICC. SHICC is calculated as follows:

- For each year of **continuous state service*** from year 1 through year 24, your ASLCC credits are matched by SHICC at the rate of 52 hours per year (104 for protective category employees); and
- For each year of **continuous state service*** above 24 years your ASLCC credits are matched by SHICC at the rate of 104 hours per year.
- In no case can your SHICC exceed the number of ASLCC credits you have.
- SHICC hours are multiplied by the highest basic pay rate you had while an employee of the **State**.
- The provisions of SHICC also allow for restoration of 500 hours of sick leave. *{The intent of "restoration" is for employees who suffer from a serious medical condition resulting in lengthy absences from work preceding retirement, layoff or death. Requirements include that the 500 hours must have been related to a single injury or illness and occurred within the three years prior to termination.}*

IMPORTANT

Notify your institution if:

- Any of the information on the Accumulated Sick Leave Conversion Certification is incorrect.
- You receive a retroactive reclassification after beginning your retirement annuity. This may increase the highest basic pay rate that would be used to compute your sick leave value and could result in a re-computation of your Sick Leave Conversion Credits.

***Continuous State Service:** *Years of continuous state service can be greater than the number of years of WRS creditable service because any part of a year is considered a full year.*

*An employee who takes a WRS separation benefit and then returns to **State** employment with reinstatement rights is eligible to have their continuous service start date include the service represented by the separation benefit.*