

Sick Leave Usage Election During Disability

Complete this form if you are applying for a Wisconsin Retirement System (WRS) Disability Retirement Benefit or a Duty Disability Benefit to elect how you chose to use your accrued sick leave hours.

Section A: Employee Information		
Employee Name (Last, First, MI):	Employee ID:	Date:

I have applied for Income Continuation Insurance (ICI) benefits and have also applied for a Disability Retirement Benefit or a Duty Disability Benefit. I understand that if the disability benefit is approved I may be eligible to use my accumulated sick leave credits to pay for my health insurance premiums.

I elect not to use any of my sick leave as paid time and understand I will not receive ICI benefits until the end of my elimination period (30 calendar days for University Staff employees or my elected elimination period for Faculty, Academic Staff, and Limited Appointees). I may use any other leave available (for example, vacation, personal holidays) to continue receiving a paycheck until the end of my waiting period. During any period when I am not receiving a paycheck, I will need to prepay my insurance premiums until the Disability Retirement Benefit or a Duty Disability Benefit is approved. Once the benefit is approved, my accumulated sick leave will be used to pay my health insurance premiums.

I elect to use my sick leave as paid time as follows (check one):

Use sick leave through _____ (mm/dd/yyyy). If my Disability Retirement Benefit or a Duty Disability Benefit is not approved at that time, I will need to make arrangements to prepay my insurance premiums unless and until the premiums are waived. Once my Disability Retirement Benefit or a Duty Disability Benefit is approved, the remaining balance of my sick leave can then be converted to pay my health insurance premiums.

Use sick leave until exhausted. My ICI benefits will begin after my waiting period or at the time my sick leave is exhausted, whichever is later. If the Disability Retirement Benefit or a Duty Disability Benefit is not approved when my sick leave is exhausted, I will prepay my insurance premiums until the benefit is approved.

Section B: Employee Signature	
I understand that if I elected not to use all of my sick leave as paid time and the Disability Retirement Benefit or a Duty Disability Benefit is not approved, I will be required by § 40.62 of the WI Statutes to use my sick leave up to the maximum 130 days. Future ICI benefits will be suspended until the accumulated amount of sick leave is used.	
Signature: _____	Date: _____
Type or print name: _____	
Email: _____	Phone Number: _____

Return this form to:

Shared Services, Service Operations
Attn: Benefits
660 W. Washington Ave, Suite 201, Madison, WI 53703
Phone: (888) 298-0141 | Fax: (608) 890-2327
Email: benefits@uwss.wisconsin.edu