

**Unused Sick Leave Recertification Form 13 SL (Revised 05/16)**

\*Explanation required if the difference between days reported after retirement is 10 days more than the days reported prior to retirement.

SSN	First Name	Last Name	MI	LOCATION CODE	Retirement Date	BEFORE Retirement UNUSED SICK LEAVE DAYS	AFTER Retirement UNUSED SICK LEAVE DAYS	EXPLANATION*
000-00-0000	John	Example	D	26100100	7/1/2015	35	22	Used 13 days sick leave prior to disabiity retirement

Retirement Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

## Employer Unused Sick Leave Recertification FORM 13 SL

**IMPORTANT: Member must retire within 30 days of separation from employment for any unused sick leave days credited towards retirement benefit.**

Unused sick leave: Leave actually available to employee as sick leave during employment. No other unused leave balances (i.e. personal leave) may be reported as unused sick leave.

**Prior to the date of retirement:** Calculate projected **days** of unused sick leave member will have after retirement date. Convert the number of unused sick leave hours to days by dividing their hours by the standard full-time hours. Example:  $2500 \text{ hours} \div 8 \text{ hours} = 312.5 \text{ days}$  which is reported as 312 days.

**Standard Full-Time Hours:** The standard full-time hours for State agencies and *most* participating governmental units (PGU) is eight (8) hours.

Participating units whose standard full-time hours is less than eight (8) hours per day should divide unused sick leave hours by the employer's standard full-time hours.

Example:  $2500 \text{ hours} \div 7.5 \text{ hours} = 333.3 \text{ days}$ . Report as 333 days.

**Part-time employees:** Divide unused sick leave hours by the standard full-time hours regardless of hours worked.

Example:  $1250 \text{ hours} \div 8 \text{ hours} = 156.25 \text{ days}$ . Report as 156 days.

**After the retirement date:** Coordinator must recertify unused leave 30 days after retirement date regardless of whether there are any changes.

Steps to reporting changes:

Complete "Recertified Sick Leave" section on previously copied form;

Calculate and write in the corrected number of days on the previously copied form;

Initial and date the corrected form; and

Send the revised, signed form to MSRA within 30 days of the member's retirement date.

**An explanation is required if the difference between days reported after retirement is 10 days more than the days reported prior to retirement.**

Submit sick leave recertification to the attention of:

**Sick leave Recertification**

Fax (410) 468-1713