

Wisconsin Human Resources Handbook

Chapter 758

Administration of the Supplemental Health Insurance Conversion Credit (SHICC) Program

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Sec. 758.010 Introduction

The following handbook chapter provides technical and procedural information to assist appointing authorities in interpreting and administering the Supplemental Health Insurance Conversion Credit (SHICC) program for certain state employees. Provisions of the public safety collective bargaining agreement supersede provisions in the chapter.

Sec. 758.020 History and Concept of Program

The basic concept of the SHICC program is to provide supplementary sick leave credits available for conversion upon an employee’s retirement, layoff, or death in addition to those provided under the Accumulated Sick Leave Conversion Credit (ASLCC) program set forth in Chapters 40 and 230, Wis. Stats. These SHICC credits provide additional funds for the employee (or survivors) to apply toward health insurance premiums upon retirement, layoff, or, in the event of death of an employee, for surviving insured dependents. These supplemental credits are determined by a formula computing the employee’s number of full years of continuous service and sick leave balance on the date of retirement, layoff or death, and consideration of the employee’s retirement category (general, executive or protective). SHICC is not provided for any purpose other than to pay health insurance premiums. An additional goal of the SHICC program is to encourage judicious use of sick leave by state employees throughout their career.

Effective with the enactment of the 2003-2005 budget bill on July 26, 2003, the SHICC program was enhanced to extend SHICC to all terminating employees (not just retirees), if they have 20 or more years of WRS creditable service and meet all the other SHICC eligibility requirements. This enhancement mirrors the new 20-year eligibility rule of the ASLCC program provided by the Department of Employee Trust Funds (DETF).

Effective December 18, 2003, the 2003-2005 Compensation Plan was modified to allow an employee’s SHICC to be calculated using the employee’s highest hourly rate of pay as a state employee. Effective January 24, 2004, provided

under Act 117, the SHICC program statutes were changed to provide coverage to laid off employees, and to the surviving insured dependents of an employee who dies while laid off or while employed by the state.

Sec. 758.030 Coverage

As of the update of this handbook chapter, the following employee groups are included in the SHICC program:

- Classified employees except crafts workers allocated to schedule 04.
- Unclassified employees
- State elected officials

Note: There are many unclassified state employees whose pay is not governed by the Compensation Plan but who earn sick leave under one of the authorities cited at s. 40.95(1)(a)1., Wis. Stats., and thus are able to be granted SHICC toward payment of health insurance premiums. Examples include employees of the legislative service agencies, the legislature, the court system, the University of Wisconsin System, and the State of Wisconsin Investment Board. The decision to provide a SHICC program to each of these respective groups must be made by the governing body or entity that determines their compensation. If this program is extended to those employees, the same administrative and procedural provisions outlined in this manual chapter should be followed. (see ss. 40.95 and 230.12(9), Wis. Stats.)

Sec. 758.040 Statutory and Rule Authority

1. For classified and unclassified employees, judges, justices, and elected officials:

The basic authority allowing the creation of this SHICC program for these employee groups is s. 230.12(9), Wis. Stats. The actual program is provided in Section H of the Compensation Plan.

2. Ability of Department of Employee Trust Funds (DETF) to administer the SHICC program:

The DETF is granted the authority to administer the SHICC program under s. 40.95, Wis. Stats. The DETF also administers the ASLCC program set forth under s. 40.05(4)(b)&(bc), Wis. Stats

Sec. 758.050 Integration with Other Programs/Benefits

Determining the specific circumstances of an individual's employment and or retirement situation is an essential element of the administration of the SHICC program. Although the information or examples provided in this handbook may appear to apply to an individual employee's circumstances, any specific facts relating to the Wisconsin Retirement System (WRS) and the exact circumstances of an employee's retirement from state service must be verified before giving a definite answer to any employee questions. In many instances, an individualized response may not be possible until the employee's retirement information and status are documented by the DETF.

In no case will SHICC be used until the employee's ASLCC has been exhausted.

Sec. 758.060 Definitions

1. Accumulated sick leave conversion credits (ASLCC): The term used to refer to accumulated unused sick leave credits that are converted on behalf of an eligible employee for the purpose of payment of health insurance premiums.

2. Adjusted continuous service: The length of time in the most recent period in continuous state employment in either the unclassified service under s. 230.08(2), Wis. Stats., or as a permanent employee in the classified service or both, revised for certain breaks in state service.
3. Annuitant: “Means a person receiving a retirement annuity, beneficiary annuity or a disability annuity from the Wisconsin retirement system, including a person whose disability annuity has been suspended.” s. 40.02(4), Wis. Stats.
4. Base or basic pay: “The base pay rate excluding any overtime or supplemental compensation.” s. ER 1.02(5), Wis. Adm. Code. (Emphasis added.)
5. Continuous service: “All the time in continuous employment status, as defined in s. ER 18.01 (3) and computed under s. ER 18.02 (2), in the unclassified service or as a permanent employee in the classified service.” (s. ER 1.02(6), Wis. Adm. Code.) This computation is covered in the WHRH Chapter 732. (See also Adjusted continuous service)
6. Creditable service: Creditable service, per s. 40.02(17), Wis. Stats., is the WRS current and prior service worked expressed in years and fractions of a year to the nearest one-hundredth, for which a participating employee receives or is considered to have received earnings under s. 40.02(22)(e), (ef), or (em), Wis. Stats., and for which contributions have been made as required by s. 40.05(1) and (2), and creditable military service, service credited under s. 40.285(2)(b) and services credited under s. 40.29, expressed in years and fractions of years to the nearest one-hundredth.

Note: *Continuous service* is not the same as *creditable service*. For example, an employee who worked for city or county government prior to his or her state employment may have been a participant in the (WRS) Wisconsin Retirement System for which they earned previous creditable service. If so, an employee’s total years of *creditable service* for retirement purposes would most likely be greater than the employee’s years of *adjusted continuous service* for SHICC eligibility purposes. Differences between the two types of service might also exist if a state employee left state service, took a separation benefit from the WRS, and reinstated to state employment within the time period for the previous state employment to count for continuous service purposes. In this example, an employee’s continuous service years would likely be greater than the employee’s WRS creditable service years.

Finally, although an employee who works less than full-time may earn a full year of continuous service regardless of his/her number of hours worked that year, the period of time the employee is given as WRS creditable service may be less than a full year for WRS purposes.

7. Executive retirement category: An employment category within the WRS, for an employee who worked in the WRS in a qualifying executive position (i.e., Agency Head).
8. General retirement category: A retirement employment category within the WRS for employment that is not considered an executive or protective or teacher category position (i.e., majority of state employees are considered “General”).
9. Immediate annuity: [s. 40.02(38), Wis. Stats] “An annuity, not including an annuity from additional contributions, which begins to accrue not later than 30 days after termination of employment.”
10. Protective retirement category: An employment category within the WRS for employees who have served in a qualifying protective occupation position (i.e., Correctional Officer).
11. Rehired annuitant: A WRS annuitant who is hired by the State of Wisconsin at some point after becoming an annuitant.

12. Retired employee: For the purposes of ASLCC and SHICC, a “retired employee” is defined as a former insured employee who is not a participating WRS employee; and who:
 - a. Retired on an immediate or disability (including duty disability) annuity; or
 - b. Received a lump sum payment, which would have been an immediate annuity if paid as an annuity; or
 - c. Is an eligible employee under s. 40.02 (25)(b)(6), (6e), or (6g), Wis. Stats. The first two references cover an employee who terminates state employment with 20 years or more of WRS creditable service and remains an inactive participant in the WRS, while (6g) covers constitutional officers and certain executives.

Only employees hired before October 16, 1992, and having continuous employment since that date, are eligible for disability retirement under s. 40.63, Wis. Stats. The state’s Long Term Disability Insurance (LTDI) program will eventually replace the disability retirement. Therefore, LTDI shall be treated the same as a disability annuity when determining if an employee meets the definition of retired employee.

13. Supplemental health insurance premium credits (SHICC): Credits that are granted to an employee for the sole purpose of payment of health insurance premiums after ASLCC are exhausted. There is no cash value to these credits. The health insurance premium credits shall be used for the purchase of health insurance after termination, death, or layoff. In accordance with s. 230.12(9), Wis. Stats., the premium credit amount granted to the employee shall be based on the employee’s years of adjusted continuous service, accumulated unused sick leave, and any other factor recommended by the Department of Administration, Division of Personnel Management (DPM) Administrator.
14. WRS Separation Benefit: A lump sum WRS benefit payment taken by the employee prior to being eligible for a WRS immediate annuity.

Sec. 758.070 Determining Eligibility

To be eligible to receive SHICC credits, the employee must meet the following eligibility requirements:

1. At the time an employee retires, terminates, dies, or is laid off from state service, the employee must be in a position for which SHICC is authorized (see sec. 758.030, “Coverage,” above.).
2. At the time the employee retires, terminates, dies, or is laid off from state service, the employee must have 15 or more *full years of adjusted continuous service* employment with the state.
3. The employee must leave their WRS retirement account funds in the retirement system. Employees that take a separation benefit from the WRS are not eligible.

Sec. 758.080 Sick Leave Credit Calculation Date

1. For employees who terminate, die while employed in state service, retire, or are laid off from the service, the last day in pay status shall be used as the date ASLCC and SHICC eligibility is determined and credits are calculated. Some employees may have accrued annual leave and/or termination/sabbatical credits that extend the employee’s last day in pay status beyond the employee’s last day worked.
2. Employees who have applied for a disability retirement: The retirement date as determined by the DETF is the date on which both the eligibility and credits for SHICC are determined.

An employee who has applied for a disability retirement often will not know if the disability retirement is approved until well after the application date. In such cases, the employee typically remains in employment status with the State until the decision on the disability application is made. When the disability retirement is approved by the DETF, the employee's employment status is terminated. The sick leave balance and eligibility for SHICC is determined as of the disability retirement date determined by the DETF.

Examples:

Example A: A classified employee applies for a disability retirement through the WRS in October 2003. The decision approving that disability retirement is not made until February 15, 2004, and when it is approved, it is determined that the effective date of the employee's retirement is October 21, 2003. Thus, the employee's full years of adjusted continuous service and sick leave balance must be calculated as of October 21, 2003.

Example B: An employee reaches 15 full years of adjusted continuous service with the State of Wisconsin on March 3, 2004. The employee applied for a disability retirement prior to that date, and the DETF determined that the retirement would be effective February 15, 2004. Because the employee does not have the SHICC required 15 full years of adjusted continuous service as of the effective date of his retirement, the employee is *not eligible* for any supplemental credits under the program.

Sec. 758.090 Documenting Occupation Category Participation

1. *Need for documenting years of continuous service in a protective occupation position:* Employees who have some or all of their first 24 years of continuous state service in a position that was included in the protective occupation retirement category may be eligible for a potentially larger amount of supplemental health insurance credits than if the employee were in only a general or executive retirement category. This is because the amount of SHICC that may be matched is based on a factor of 78 for each full year of continuous service in a protective occupation category position during the first 24 years, rather than a factor of 52 for each full year of continuous service in a general or executive retirement category position.

Suggested methods to document protective occupation category employment: Ideally, an employee's personnel file will contain retirement-related documents that indicate the employee's retirement category and if/when there were changes to that category. A check with ETF regarding previous service may be helpful. Other clues to determining the retirement category can be determined from the employee's *classification* in a given year or over a specific time frame, since for many classifications virtually everybody holding that classification title would be in a particular retirement category (e.g., Special Agent and Officer classifications would most likely be protective category; Program Assistant classification would most likely be general category).

2. *If an employee claims to have more years of protective employment than can be documented by the employer:* The employer should take reasonable efforts to attempt to document the employee's claim, e.g., contacting any agencies in which the employee previously was employed to determine what records might still exist at the agency, and/or contacting the respective central payroll processing center to determine what records might exist or be retrieved for the period in question.
3. The employee should also be requested to provide whatever documentation he or she has to support that claim of previous service (e.g., the employee's Annual Statement of Benefits (ET-7365) prepared by the DETF). *If no documentation can be found by the employer or employee to support the claim of protective occupation category service, the employee's supplemental credits must be based on the record of employment that is supported by documents.*

Please be aware that an employee's start and stop dates used to determine the DETF Wisconsin Retirement System (WRS) creditable service years may differ from the employee's years of state continuous service.

The WRS years counted may contain non-state service years, which should not be included when calculating full years of continuous state service. For example, an employee may have prior WRS employment with a non-state employer, and that WRS service was protective service with that non-state employer. The years of protective service counted for that employee will not match the years of continuous service with the state.

4. *How are **partial years** of protective category employment counted?* When an employee has time in both protective and general or executive categories during the first 24 years of continuous service, credit will be given for a full year of protective service if the fraction of a year is one-half or more (e.g., 12.5 years protective = 13 years protective). On the contrary, if the fraction of a year of protective service is less than one-half of a year, round down to the lower year (e.g., 12.4 years protective = 12 years protective).

Sec. 758.100 Computing Supplemental Credits

1. *Interpreting the SHICC chart provided in the compensation plan:* The chart provided as Attachment 1 shows the maximum supplemental health insurance credits that may be provided to an employee in general/executive or protective category if all the service was in that category for years of service ranging from 15 years to 24. No supplemental credits are provided to employees with less than 15 years of continuous service.
2. *Computing the maximum amount of supplemental credits for an employee with both protective and general/executive category service:* If an employee has service in both protective and general/executive categories during the first 24 years of state service, the chart in Attachment 1 may not be helpful. In that case, the maximum supplemental amount will need to be based on the 52 hours for each year of general/executive category employment, and 78 hours for each year of protective category employment (see Attachment 2).

Examples:

Example A: An employee has 24 years of adjusted continuous service and all of that time was in the protective category. The chart in Attachment 1 illustrates that the employee may be supplemented up to 1872 hours of accumulated sick leave upon retirement. This is the same result as multiplying the years of service (24) by 78.

Example B: An employee has 24 years of adjusted continuous service, 10 of which were general category and 14 of which were protective category. The chart in Attachment 2 will be helpful in determining this employee's maximum supplement. Multiply the years of general service (10) by 52 (520), and the years of protective service (14) by 78 (1092) for a total of 1612 hours.

3. *Supplementing fractions of an hour:* Under the standard ASLCC program, fractions of an hour are converted. The same approach should be used to compute the actual number of supplemental credits that an employee should be granted. If the employee's sick leave credit balance includes a fraction of an hour, the fraction should be matched when computing supplemental credits to be granted.

Sec. 758.110 Sick Leave Credit "Restoration"

1. *Concept.* The SHICC program provides that if an employee has used 500 hours or more of sick leave for the same single personal injury or illness in the three years immediately preceding the employee's retirement or layoff from state service or death while in state service, 500 hours of sick leave hour credits will be "restored" to the employee's sick leave account *after* any other supplemental credits have been credited to the account.

The intent of this "restoration" provision is to provide some cushion for the employee who happens to suffer from a serious medical condition and who is obliged to use a large number of sick leave credit hours for that condition, preceding retirement, layoff or death, and not to provide "restoration" to an

employee who was using sick leave credits for routine purposes for less lengthy absences resulting from unrelated illnesses or injury. This restoration is not available to an employee who terminates employment prior to being eligible for a WRS benefit for any reason other than those stated above.

Reminder: These restoration provisions apply **only** to the SHICC program. **Do not restore any hours to the employee's regular sick leave account that is converted under the ASLCC program.**

2. *Determining eligibility for the 500 hour sick leave credit restoration:* The appointing authority should follow the procedure and standards below for determining eligibility for the sick leave credit restoration:

The employee should be requested to produce a document (sample format included as Attachment 3) that indicates the dates and amount of sick leave used in the three years preceding retirement that were related to their *single* injury or illness, and the nature of the injury or illness. It is not necessary for the 500 hours to have been used in one increment, but if the use of the hours was in incremental amounts (e.g., several absences of two or three weeks each, multiple frequent absences over an extended time for chemotherapy, etc.), the employee should be required to identify how those absences relate to the same illness or injury.

If the employee was required to provide medical documentation at the time the absences occurred, that documentation could be relied upon for this purpose. If the employee was not required to provide any type of medical documentation relating to the illness or injury for which the 500 hours were used or there is some question as to whether the subsequent sick leave credits used were related to that illness or injury, the employer may request a statement from a medical professional that attests to the fact that the 500 hours of sick leave used by the employee during that three year period were related to the same illness or injury.

Sec. 758.120 Rate Used for Conversion

In most cases, base pay rates are used for calculating the value of the credits. Effective May 5, 1998, Wisconsin Act 149 provided that any supplemental compensation that is paid to a state employee who is classified under the state classified civil service as a Teacher, Teacher Supervisor, or Education Director, and who is paid supplemental compensation for the employee's completion of educational courses that have been approved by the employee's employer (educational credit add-ons) is considered as part of the employee's base pay rate for purposes of the ASLCC program.

Effective July 26, 2003, the rate of pay used for purposes of the ASLCC program is the highest rate of pay received as a state employee. Effective December 18, 2003, the rate of pay used for purposes of SHICC is the highest rate of pay received as a state employee. To determine the employee's highest rate of pay as a state employee, reference the employee's personnel file and/or the Wisconsin Personnel Roster. Per Section H, 5.04 of the Compensation Plan, the highest rate of pay must be as a state employee in an appointment providing sick leave, as defined in s. ETF 10.01 (3e), Wis. Adm. Code.

Sec. 758.130 Rehired Annuitant Issues

1. Eligibility of rehired WRS annuitants for SHICC: The eligibility of a rehired annuitant for SHICC will vary based on the employee's decision to become an active WRS participant. If the rehired annuitant elects to become an active WRS participant, their annuity is cancelled and the employee becomes eligible for health insurance as an active WRS employee. The employee's sick leave credit account becomes inactive at the DETF, and will be held "on account" and reactivated when the employee re-retires.
 - a. Employees who continued in annuitant status upon reemployment with the state are not eligible for any new SHICC upon a subsequent termination from state employment.

If a rehired annuitant is not an active participant in the WRS and remains an annuitant, there is no ability for that individual to "re-retire" upon termination from state employment. Thus, sick leave credits that were accrued during the most recent period of state employment would not be converted for

the payment of health insurance premiums upon the employee's subsequent termination from state employment and no supplemental credits would be provided.

- b. A rehired annuitant who chooses to become an active WRS participant is eligible for any newly earned SHICC upon his or her subsequent retirement from the state provided that, upon rehire, the employee did not have his/her state adjusted continuous service interrupted, per ER 18.02(2)(a), and, therefore, still has at least 15 years of adjusted continuous service at the time of subsequent retirement. The amount of sick leave credits the employee earned *during the most recent period of employment* is the amount on which any new SHICC is based. The value of any additional ASLCC and SHICC upon the employee's subsequent retirement will be added to the employee's inactive account "on file" at the DETF. The calculation of any newly earned SHICC will be made using the highest base pay rate while employed by the state, provided the employee re-retired after December 18, 2003.

NOTE: The conversion of sick leave credits at the time of retirement for the purpose of payment of health insurance premiums is a one-way transaction. That is, if the individual returns to state employment after retirement the sick leave credits previously converted for the payment of health insurance premiums *remain "on account"* at the DETF for that purpose. The credits on account are never restored to the employee's active sick leave credit balance.

Sec. 758.140 Miscellaneous Issues

1. *Eligibility for supplemental credits upon the death of an active employee:* Under standard ASLCC provisions, if an active employee dies the employee's accumulated sick leave credits may be converted by the surviving insured dependents to pay for health insurance premiums. Matching SHICC is available in this situation for surviving insured dependents.
2. *Treatment of SHICC upon the death of a retired employee:* Any balance remaining in the employee's health insurance premium payment account may be used by the surviving insured dependent(s) to continue to pay health insurance premiums after the retired employee's death. This balance may include amounts converted from the ASLCC, as well as from SHICC.
3. *Treatment of SHICC upon the layoff of an employee or death of a laid off employee:* Any balance remaining in the employee's health insurance premium payment account may be used by the employee or their surviving insured dependent(s) to continue to pay health insurance premiums after layoff (maximum of five (5) years of coverage) or after a laid off employee's death (until all credits are used). This balance may include amounts converted from the ASLCC, as well as from SHICC.

Sec. 758.150 Referral of Questions

Questions regarding this chapter and administration of the SHICC program should be directed to DPM Compensation staff.

Attachment # 1 SHICC-Chart for one WRS Category
Attachment # 2 SHICC-Chart for multiple WRS Categories
Attachment # 3 Sample Request Form for Restoration of 500 Hours of Sick Leave

Sec. 758.160 Administrative Information

This chapter was revised in November 2007 to clarify that the 500 hour restoration of sick leave credits for SHICC purposes only described in Sec. 758.110 applies to situations involving layoff and death (as well as retirement), and revises the sample form in Attachment #3 to reflect the clarification.

This chapter was revised February 2016 to generally remove distinctions between represented and non-represented staff, to recognize that University of Wisconsin employees are no longer covered under this chapter, and to clarify “highest rate of pay.” Pursuant to the changes introduced by 2015 Wisconsin Act 55, in July 2015, the Office of State Employment Relations was eliminated and the functions were transferred into the newly created Department of Administration, Division of Personnel Management. This chapter was updated to reflect the changes in terminology that resulted from the organizational restructuring.

Attachment #1

**SHICC Conversion Chart for Employees with Service in
One Occupation WRS Category Only: Protective or General/Executive**

For informational purposes, a chart portraying this benefit is provided. The chart begins at 15 years because that is the minimum number of years of adjusted continuous service required for an employee to be eligible for the supplemental credits. This chart is based on the formula of providing **up to 52 supplemental credits/year for years 1-24 for eligible general or executive occupation employees**, and **up to 78 supplemental credits/year for years 1-24 for eligible protective occupation employees**. **For years 25 and beyond, up to 104 supplemental credits/year may be provided regardless of the retirement category.** However, the amount of supplemental credit provided may not exceed the actual number of sick leave credit hours an employee has accumulated at the time of the retirement, layoff, or death (excluding any hours granted under 500 hour restoration provision).

Full years of adjusted state continuous service	Maximum matching credits - General and/or Executive category	Maximum matching Credits - Protective category
15	780	1170
16	832	1248
17	884	1326
18	936	1404
19	988	1482
20	1040	1560
21	1092	1638
22	1144	1716
23	1196	1794
24	1248	1872
For each additional year after 24:	Add 104 hours	Add 104 hours

Attachment #2

**SHICC Conversion Chart for Employees with WRS Service in Both
Protective and General/Executive Occupation Categories During
the First 24 Years of State Continuous Service**

This chart is intended as a resource when computing the maximum supplemental credits for an employee who has time in both protective and general/executive retirement categories during the first 24 years of state continuous service. To use this chart, find the number of credits that correspond to the years of state service in each category (protective, and general/executive), and total the two amounts. **For example**, an employee with 24 full years of state service at the time of retirement, with 13 years protective and 11 years general may be supplemented *up to* 1586 hours [the sum of 1014 (13 years protective) and 572 (11 years general)].

Full years of adjusted state continuous service	Maximum matching credits: General or Executive category	Maximum matching credits: Protective category
1	52	78
2	104	156
3	156	234
4	208	312
5	260	390
6	312	468
7	364	546
8	416	624
9	468	702
10	520	780
11	572	858
12	624	936
13	676	1014
14	728	1092
15	780	1170
16	832	1248
17	884	1326
18	936	1404
19	988	1482
20	1040	1560
21	1092	1638
22	1144	1716
23	1196	1794
24	1248	1872
25 or more	Add 104 hours to previous total for each year above 24	Add 104 hours to previous total for each year above 24

Attachment #3

--SAMPLE FORM--

NAME OF DEPARTMENT

CONFIDENTIAL REQUEST FOR RESTORATION OF
500 HOURS OF SICK LEAVE UNDER THE
SUPPLEMENTAL HEALTH INSURANCE CONVERSION CREDIT PROGRAM

Employee Name: _____ Work Location: _____
Classification: _____ Bargaining Unit: _____
Effective Date of Retirement: _____

Under the provisions of the Supplemental Health Insurance Conversion Credit program, certain employees may be eligible to have 500 hours of sick leave restored for purposes of conversion to health insurance credits upon retirement, layoff or death. The conditions for this restoration are that the 500 hours must have been used in the three (3) years preceding the effective date of the employee's retirement, layoff or death, **and** the 500 hours must have been related to a *single injury or illness*.

The information requested below is required to evaluate the above employee's eligibility for the restoration of such credits. Additional information and/or documentation may be required on an individual basis, as determined by the appointing authority. **This information will be kept confidential, unless otherwise authorized by the employee.**

1. State the nature of the illness or injury for which the 500 hours of sick leave were used:
2. On what date did the injury originally occur or the illness begin? (include day, month, and year)
3. Using the effective date of the retirement, layoff or death as specified above as the starting point, identify all instances within three years prior to that date for which sick leave was used and approved relating to the illness or injury noted above. *The date of each absence and the amount of sick leave used and approved for each absence must be included.* This information may be provided on a separate sheet if additional space is required.

Date(s) of Absence

Sick Leave Hours Used and Approved

Attachment #3 (continued)

4. Provide the name and address of the medical practitioner(s) who can document the above medical information, if necessary.

Name: _____ Telephone No.: _____

Address: _____

5. If medical documents are available that may help in the processing of this request, you may wish to inform the employer at this time.

I have medical documents relating to this request.

Yes: _____ No: _____ Not sure: _____

6. Employee or dependent survivor certification of information:

Your signature is required to begin processing this request. Your signature also attests that the information provided is accurate and truthful, to the best of your knowledge.

Your signature will also give an authorized representative of the appointing authority permission to contact the above-named medical practitioner(s) for verification of the illness or injury identified above and its duration. The medical practitioner(s) will only be contacted if the information provided on this request form is not sufficient to determine your eligibility for the restoration of the 500 hours of used sick leave.

Employee/Survivor Signature

Date

Name of Appointing Authority's representative who may contact the medical practitioner for additional information