



SICK LEAVE TRUST FUND

October 2025



What is the Sick Leave Trust Fund?

The purpose of the Sick Leave Trust Fund (SLTF) is to convert sick leave hours at the hourly rate of pay in effect at the time the officer retires to provide monies for payment of health, dental, and life insurance premiums.

You may also sometimes hear it called the Sick Leave Bank (SLB).

Who is eligible for the SLTF?



1. Be a Peace Officer of the Department of the Public Safety
2. Applied for and been approved for retirement benefits
plus one of the following:



- Minimum of age 55 with 22 years of service
- Early retirement (age 50 with 22 years of service)
- Disabled
- Spouse or surviving spouse of employee or retiree
- If no current or surviving spouse, then the employees' dependents who are covered at the time of death (benefits expire on December 31st of the year the dependent attains the age of 26)

Additional Benefits for SPOC Members



Once per fiscal year, employees may convert up to fifty (50) hours of accrued vacation at a rate of two (2) hours of vacation for one (1) hour of sick leave to be placed in the employee's sick leave account.

At the time of retirement, employees aged fifty (50) or older may convert:

- Any or all vacation hours; and/or
- Any or all holiday compensatory hours and/or
- Up to 100 hours of compensatory hours to sick leave at a conversion rate of one (1) hour for one (1) hour.

What about Supervisors?



At the time of retirement, supervisors (50) or older may also convert:

- Any or all vacation hours at a conversion rate of one (1) hour for one (1) hour.

How to Request Conversion?



- Use DAS form CFN 552-0720 to request conversion of hours.
- Annual conversion: submit to DPS HR Staff at HRStaff@dps.state.ia.us or **directly in Workday**
- Retirement conversion: submit form with retirement packet to POR Staff.



Conversion of SPOC Vacation and Compensatory hours to Sick Leave

Name _____ Department _____

I am exercising the option to convert my accrued vacation/compensatory hours to sick leave according to the Collective Bargaining Agreement between State of Iowa and State Police Officers Council (Article IX, Section 6.A.5).

Fiscal Year Conversion

- I understand that I can convert any amount of vacation leave up to 50 hours to sick leave.
- I understand that the conversion rate is two hours of vacation for one hour of sick leave.
- I understand that this action may be taken only once during each fiscal year, even if I do not convert the entire 50 hours for which I am eligible.

I elect to convert this number of vacation hours: _____

NOTE: This form may be submitted by the employee at any time during the fiscal year. The action will be taken as soon as possible after receipt of the completed form by the Human Resources Associate.

Retirement Conversion

- I am age 50 or older and I am retiring.
- I understand that I can convert ALL vacation hours into sick leave.
- I understand that I can convert any or all holiday compensatory time
- I understand that I can convert up to 100 hours of compensatory time
- I understand this action may be taken only once at the time of retirement.
- Conversion rate will be one hour for one hour

I elect to convert this number of vacation hours: _____

I elect to convert this number holiday compensatory hours: _____

I elect to convert this number of compensatory hours: _____

Please sign below and return this form to your department's Human Resources Associate. Retain a copy of for your records.

Employee Signature _____

Date _____

FOR HRA USE ONLY

Date Completed From Received: _____

Pay Period Processed: _____



DAS form
CFN 552-0720

How is my initial balance calculated?



Sick Leave Trust Fund Calculation

To: Public Safety Finance Bureau

From: Peace Officers' Retirement

Subject: Sick Leave Balance at Retirement

Calculation of sick leave trust fund for: **John Doe**

In the amount of **\$ 102,680.00** from the Department of Public Safety.

1/3 Account Number **0040-595-0017**

Address: **123 Main St**

Anytown, IA 55555

First Day Retirement: **November 3, 2028** DOB: **11/11/1973**

The employee had **2000.0000000** hours of accrued sick leave upon retirement and

the hourly rate was **\$ 51.34** (bi-weekly **\$4,060.80** + longevity **\$46.15** /80)

for a trust fund credit of **\$102,680.00**.

Amount of Life Insurance Carried through the State of Iowa Prior to Retirement: **\$ 50,000.00**

Signed: _____ Date: _____

Title: **Director of Administration**

①
Total sick leave hours + any additional eligible conversion hours for SPOC members at retirement

③
Total hours x \$ hourly rate = SLTF beginning balance

②
Bi-weekly base pay + longevity / 80 hours determines hourly rate

How long will my SLTF last?

Date as of:	10/24/2025
Name:	John Doe
Estimated retirement date:	11/3/2028
Sick leave hours:	1,800.000000
Vacation hours:	200.000000
Date of birth:	11/3/1973
Date turns 65:	11/3/2038
# of Months to age 65:	120

CALCULATION UPON RETIREMENT

Biweekly Base	\$4,060.80
Longevity Pay	\$46.15
Total Regular Biweekly Pay	\$4,106.95

/ 80  \$51.34
Hourly Rate

\$51.34	X	1,800.00	=	\$92,412.00
Hourly Rate		Total Sick Hours		Total \$ Value of Sick Balance

\$51.34	X	200.00	=	\$10,268.00
Hourly Rate		Total Vacation Hours		Total \$ Value of Vacation Balance

This calculation worksheet is to be used as a tool to **estimate** the value of an employee's Sick Leave Trust Fund Program balance upon their retirement.

A final calculation will be completed upon completion of all termination documents and the employee's last timesheet.

Factors impacting the final calculation include the employee's sick balance, accruals and usages up to the last day of their employment, as well as any changes in pay.

The calculations below are for estimating purposes only and only utilize the most current monthly premiums for SPOC insurance retiree plans.

Retirement decisions are the responsibility of the employee.

Note: Health and dental insurance premiums often increase in January of each year.

	<u>2026</u>
	<u>Monthly</u>
	<u>Premium</u>
Single	\$824.05
Retiree & Spouse Health Insurance	\$1,687.65
Retiree & Children	\$1,559.93
Family Health Insurance	\$2,529.01

Dental - Single	\$38.00
Dental - Family	\$95.00

SICK LEAVE ONLY	
Estimated # of Months	Estimated # of Years
112.14	9.35
54.76	4.56
59.24	4.94
36.54	3.05

Calculation:

Total \$ Value of Sick Balance / Monthly Premium

SICK LEAVE AND VACATION	
Estimated # of Months	Estimated # of Years
124.60	10.38
60.84	5.07
65.82	5.49
40.60	3.38

Calculation:

Total \$ Value of Sick Balance
+ Total Value of Vacation Balance
/ Monthly Premium

What does SLTF pay for?



The Sick Leave Trust Fund can ONLY be used for Insurance premiums:

- Health
 - Dental
 - Life
-
- Life insurance premiums are limited to the amount of life insurance the employee had at the time of retirement through the State of Iowa.
 - Not considered a taxable benefit unless reimbursing for a life insurance policy with a cash value (i.e. whole life).

What are my insurance options in retirement?



Alliance Select Monthly Premium

Single Coverage	\$824.05
Retiree & Spouse	\$1,687.65
Retiree & Children	\$1,559.93
Family Coverage	\$2,529.01

Delta Dental Monthly Premium

	SPOC	Non-contract
Single Coverage	\$38.00	\$38.00
Family Coverage	\$95.00	\$96.00

Rates effective January 1, 2026 – check for most recent rates at the time of your retirement

How does my insurance get paid?



- DPS will pay the premium directly for health or dental coverage if the policy is with a carrier who has a contract with the State of Iowa.
- Retirees can be reimbursed (with documentation), if having insurance from a different carrier.
- Or you can utilize a combination of both options.

When can I make changes to insurance in retirement?



Open Enrollment: October or November of each year

A retiree may drop down to single coverage at any time

Qualified life event

Medicare eligibility (e.g. turning age 65)

What happens when I turn 65?



- **Your SLTF, if any balance remains, is still available to you.**
- SPOC and spouses/surviving spouses may remain in the SPOC health group until attaining age 65.
- Spouse can become the plan holder once member turns age 65.
- A surviving spouse of a SPOC member who was not covered by SPOC insurance or who has left the group for any reason may not return to the SPOC or SOI group coverage.
- See SLB policy for specifics regarding Medicare eligibility.

Important Notes



- If you take another job with the State of Iowa in retirement, or your spouse has SOI insurance, you can wait to use your SPOC retiree insurance.
- SLTF does not have to be utilized right away. There are several reasons this may be valuable:
 - Spouse is also a State of Iowa employee (i.e. SLIP or DPS).
 - You become re-employed with the SOI.
- Upon written approval of the retiree, the retiree's spouse is entitled to use SLTF account for payments of insurance premiums.

Important Notes



★ **If a retiree elects to leave all State of Iowa health insurance plans, there is no opportunity to rejoin the group.**

- No cash value: The value of the SLTF may not be received in cash by the retiree, retiree's spouse, or dependents.
- You will receive an initial SLTF balance from POR upon retirement and an annual statement of your SLTF (typically in late January) from DPS finance.



Questions?



Sick Leave Bank Contact:

SickLeaveBank@dps.state.ia.us