How to Generate a Sick-Leave **Estimate** in AcSL

1. After searching for and selecting a member in the Member Search screen, click the ***Generate Estimate*** button on the **Member Information Overview** screen. (See red arrow below)

2. Enter in a Future Termination Date and Reason for Termination and click the ***Enter Estimated Sick Leave Hours*** button.

3. Enter member's ASLCC and SHICC information on the **Certification of Accumulated Sick Leave** screen and click the *Print Copy for Member* button. (See red arrow)
   - To ensure members are aware that they are receiving an estimate, the verbiage "**This is an ESTIMATE only**" will appear on all estimate screens and PDF's.
   - When the **Retirement- Eligible** reason is chosen, verbiage stating "Employee must be covered by the state group health insurance program on the retirement date to be eligible for these credits." will appear on both the Certification of Accumulated Sick Leave screen and on the PDF copy going to the member.
   - If **Death** is chosen as the termination reason, verbiage will read "Employee must be covered by the state group health insurance program on the date of death for his/her insured survivor(s) to be eligible for these credits."

4. Print PDF Copy of Sick Leave Estimate for Member and/or email PDF copy to member.