

Employer Instructions

The employee named on the Page 1 is applying for an ICI benefit. Please return the completed form to the Department of Employee Trust Funds promptly. Benefits cannot be computed until this form is received and processed. The completed form can be emailed to ETFWEB@etf.wi.gov. If you are unable to email it, please fax or send it by mail to ETF. *No ICI benefits are payable to your employee until the completed form (and required medical) is received and processed.*

After completion, please make a copy of this form for your records for future reference. Continue to collect premiums for eligible employees until you receive written notice of approval of the claim. Note that no premiums can be accepted after employment is terminated. When completing the form, also note:

- *Last day paid* is the most recent date for which the employee was paid earnings. **This date is not the date of the employee's last check.**
- State *and* local employers: report the last day paid for any vacation, holiday or compensatory time paid after the elimination period.
- Local employers only: report last day paid for any sick leave paid *in addition to* any vacation, holiday or compensatory time paid after the elimination period.
- *Average monthly salary* is used to determine benefits as of the date of the disability, and uses either:
 - Previous calendar year salary: round to the next higher thousand and divide by 12, or
 - If there is a new hire or a permanent change in appointment, estimate the projected base salary (including add-ons for certain educational degrees, certifications, licenses or credentials) to be received during the ensuing 12 months. Round to the next higher thousand and divide by 12.

Note: If your employee falls under one of the 2 scenarios below, please calculate average monthly salary as indicated:

- A. If the employee has received a permanent change in the hourly rate (and is not a new hire or did not have a change in appointment), use the higher of the options below, round to the next higher thousand and divide by 12:
 - previous calendar year salary, *or*
 - projected salary.
- B. If the employee returns after a period of disability/authorized unpaid leave, then goes out on a new disability, use the higher of the options below, round to the next higher thousand and divide by 12:
 - previous calendar year salary, *or*
 - the same salary as the prior disability/authorized unpaid leave.
- **State** employers: report the accumulated sick leave hours as of the employee's last day worked, plus any additional sick leave earned while continuing in pay status. Report sick leave in hours and hundredths of hours (2 decimal places), **not minutes**.
 - For most **state** employees who work a standard Monday - Friday work week, sick leave is not utilized on paid legal holidays and thus extends the date sick leave is exhausted.
 - An ICI claimant who has applied for a Wisconsin Retirement System disability, long term disability insurance (LTDI) benefit or duty disability benefit may convert (bank) sick leave to pay for health insurance premiums and begin ICI benefits at an earlier date.
 - Determine, with the employee, the date through which sick leave is to be used. If the permanent disability is not approved, the date through which sick leave was used will need to be adjusted.
 - Attach written documentation to the form, which verifies the employee's decision to bank sick leave after a specified date.