

SHORT-TERM DISABILITY WORKSHEET

TEACHERS

(1) Annual salary divided by required days (usually 180) equals daily rate of pay

\$ _____ ÷ _____ = \$ _____

First day of sick leave _____

Date of return to work _____
(or end of leave)

(2) Required number of days during this time _____

(3) Daily rate of pay times required days not worked [(1) x (2)] \$ _____

Deduct 10 days times daily rate of pay - \$ _____

Difference = \$ _____

X .8612 =

Reimbursement amount \$ _____

TEACHER'S PAY COMPUTATION:

(4) Required days off (from line (2) above) _____

Less:

(5) Sick days available - _____ (pay @ 100%)

Sick days previously used - _____ (no pay)

(6) Remaining days = _____

Line (6) x daily rate (1) x 20% = reduction in pay

_____ x \$ _____ x 20% = \$ _____

_____ Sick days
previously used x \$ _____ x 100% = \$ _____

_____ Additional
days reduced x \$ _____ x 100% = \$ _____

Total reduction in pay = \$ _____

Teacher's name

Date

Include a copy of this worksheet with the Short-Term Disability Claim Form