## SHORT-TERM DISABILITY WORKSHEET HOURLY EMPLOYEES

(1)	Regular or average number of hours worked per week (Should be between 35 and 40)					
	Hourly rate of pay x				\$	
(2)	a. Equals average weekl	y rate of	pay	=	\$	
	b. Divided by 5 equals average daily rate of pay				\$	
(3)	a. First day of sick leave		b. Date of retu	ırn to work		
(4)	Date of end of short-term disability leave (per doctor's release)					
(5)	Days absent (based on line 4)					
	Deduct 10 days (waiting period) -					10
(6)	Days eligible =					
	Daily rate (line 2b) x days eligible (line 6)				\$	
		J	,	x		 3612
			Reimbursement am	ount =	\$	
(7) (8)	PLOYEE'S PAY REDUCTION COMPUTATION:  Days absent (line 5)  Less: Available paid time off; sick days must be used first  a. Sick days available at time of leave  (Sick days previously used)  b. Optional PPT available at time of leave (convert to days)  c. Optional Vacation/Personal days used; V: + P:  d. Additional days reduced (# of unpaid days to equal 10-day waiting period  ("0" unless available paid time off does not fulfill 10-day waiting period)				- - - d) -	(pay @100% (pay @100% (pay @100% (no pay)
(9)	Remaining days		·	,	=	(pay @ 80%)
Num	ber of Days	x	daily rate (2b) x	%	=	reduction in pay
	_ Remaining days <b>(9)</b>	x	\$ x	20%	=	\$
	_ Additional days reduced	(8d) x	\$ x	100%	=	\$
			Total reduction in pay		=	\$
Emp	ovee's name	-	Location #	 Da	te	