SHORT-TERM DISABILITY WORKSHEET
<u>SALARIED EMPLOYEES</u>

Annual salary divided by 52 (compute annual salary as follows):   Bi-weekly pay x 26
Semi-monthly pay x 24
Monthly pay x 12

(1) $_____ ÷ 52   = $_____ weekly rate

(2)   Weekly rate ÷ 5   = $_____ daily rate

(3)   a. First day of sick leave _____   b. Date of return 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 2) x days eligible (line 6) $_____

                               x   .8612

                   Reimbursement amount = $_____

EMPLOYEE'S PAY REDUCTION COMPUTATION:

(7)   Days absent (line 5) _____
         Less: <u>Available paid time off; sick days must be used first</u>

(8)   a. Sick days available at time of leave - _____ (pay @100%)
         (*Sick days previously used _____*)
         b. Optional PPT available at time of leave (convert to days) - _____ (pay @100%)
         c. Optional Vacation/Personal days used; **V:** _____ **+ P:** _____ - _____ (pay @100%)
         d. Additional days reduced (# of unpaid days to equal 10-day waiting period) - _____ (no pay)
         ("0" unless available paid time off **does not** fulfill 10-day waiting period)

(9)   **Remaining days** = _____ (pay @ 80%)

Number of Days	x	daily rate (2b) x	%	=	reduction in pay
_____ Remaining days **(9)**	x	$_____ x	20%	=	$_____
_____ Additional days reduced **(8d)** x		$_____ x	100%	=	$_____

                   Total reduction in pay = $_____

_____   _____   _____
Employee's name   Location #   Date

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