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)   Weeks absent (based on line 4)   _____
(use fraction for partial week: 17 days off - 3 2/5 weeks)

Deduct 2 weeks   __- 2__

(6)   Weeks eligible   =   _____

Weekly rate (line 1) x weeks eligible (line 6) $_____

X.8612 =

Reimbursement amount $_____

EMPLOYEE'S PAY REDUCTION COMPUTATION:

(7)   Days absent (line (5) x 5 days)   _____

Less:
(8)   Sick days previously used   -   _____ (no pay)
Sick days available at time of leave   -   _____ (pay @ 100%)
(9)   Remaining days   =   _____ (pay @ 80%)

Number of Days		x	daily rate (2)	x	%	=	reduction in pay
_____ Line (9)		x	$_____	x	20% =		$_____
_____Sick days previously used	x		$_____	x	100% =		$_____
_____ Additional days reduced	x		$_____	x	100% =		$_____

Total reduction in pay   = $_____

_____   _____
Employee's name   Date

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

STD Worksheet-Salary rev 3-2018