

SHORT-TERM DISABILITY WORKSHEET TEACHERS

(1) Annual salary divided by required days (usually 180) equals daily rate of pay
(Required days should match signed contract)

\$ _____ ÷ _____ = \$ _____

(2) a. First day of sick leave _____ b. Date of return to work _____

(3) Date of end of short-term disability leave (per doctor's release) _____

(4) Required number of contract days during available leave (from line 3) _____

(5) Daily rate of pay times required days during leave [(1) x (4)] \$ _____

Deduct 10 days x daily rate of pay (waiting period) - \$ _____

Difference = \$ _____

x .8612

Reimbursement Amount = \$ _____

TEACHER'S PAY REDUCTION COMPUTATION:

(6) Required contract days off (from line 4) _____
Less: Available paid time off; sick days must be used first

(7) 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. 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)

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

Number of Days	x	daily rate (1)	x	%	=	reduction in pay
_____ Remaining days (8)	x	\$ _____	x	20%	=	\$ _____
_____ Additional days reduced (7c)	x	\$ _____	x	100%	=	\$ _____
		Total Reduction in Pay			=	\$ _____

Teacher's name

Location #

Date

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