SHORT-TERM DISABILITY WORKSHEET
<u>TEACHERS</u>

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

$\$\underline{\hspace{2cm}} \div \underline{\hspace{1.5cm}} = \$\underline{\hspace{2cm}}$

(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 days during available leave (from line 3)   _____

(5)   Daily rate of pay times required days during leave [(1) x (4)] $\$\underline{\hspace{2cm}}$

    Deduct 10 days times daily rate of pay   - $\$\underline{\hspace{2cm}}$

    Difference   = $\$\underline{\hspace{2cm}}$

    X .8612 =

    Reimbursement amount $\$\underline{\hspace{2cm}}$

TEACHER'S PAY REDUCTION COMPUTATION:

(6)   Required days off (from line 4)   _____

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

Number of Days	x	daily rate (1)	x	%	=	reduction in pay
_____ Line (8)	x	$\$\underline{\hspace{1cm}}$	x	20% =		$\$\underline{\hspace{2cm}}$
_____ Sick days previously used	x	$\$\underline{\hspace{1cm}}$	x	100% =		$\$\underline{\hspace{2cm}}$
_____ Additional days reduced	x	$\$\underline{\hspace{1cm}}$	x	100% =		$\$\underline{\hspace{2cm}}$

Total reduction in pay   = $\$\underline{\hspace{2cm}}$

_____   _____
Teacher's name   Date

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