

Workers' Compensation/SDI Supplementation Worksheet

<input type="checkbox"/> Workers' Comp Claim	<input type="checkbox"/> Reg. SDI Claim	<input type="checkbox"/> Paid Parental Leave Duration ^(a) (Charter Sec. A8.365)
<input type="checkbox"/> Recurrence	<input type="checkbox"/> Paid Family Leave	From ___/___/___ To ___/___/___
Union Local <input style="width: 100px;" type="text"/>	Job Class <input style="width: 100px;" type="text"/>	

Employee Number	Employee's Name (Last, First, M.I.)	Department #
DOI (Date of Industrial Injury-- Workers' Comp only)	Last Day Worked	Waiting Period Dates (if waiting period occurred this pay period)
Date Benefits Began (WC or SDI)	Pay Period Ending Date	Employee's Expected or Actual Return Date

Enter pay period dates →	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> <tr style="font-size: 8px; text-align: center;"> <td>SAT</td><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td>SAT</td><td>SUN</td><td>MON</td><td>TUE</td><td>WED</td><td>THU</td><td>FRI</td><td></td> </tr> <tr><td style="height: 20px;"></td><td style="height: 20px;"></td></tr> </table>																SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI																
SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI																																	
Enter correct paid/non-paid codes and indicate regular days off →	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>																																													

STEP 1. *If the employee was not supplementing for a portion of this pay period, add the number of hours posted to each paid or non-paid leave code outside the supplemental period:*

WK hours _____	LH hours _____	
SP hours _____	DP hours ^(b) _____	
VA hours _____	PB hours ^(a) _____	
OU hours _____	Other hours _____	TOTAL HOURS <input style="width: 80px;" type="text"/>

STEP 2. Calculate the Workers' Comp or SDI *benefit amount* for the pay period:

$$\frac{\text{calendar days employee was on Workers' Comp or SDI}}{\text{Workers' Comp or SDI daily rate}} \times \$ = \$ \frac{\text{Workers' Comp or SDI benefit amount for pay period}}{\text{Workers' Comp or SDI daily rate}}$$

STEP 3. Calculate the *number of hours that this benefit amount is equivalent to:*

$$\frac{\$ \text{Workers' Comp or SDI benefit amount for pay period}}{\$ \text{base hourly rate}} \div \text{OR } \frac{\$ \text{adjusted hourly rate}^{(c)}}{\$ \text{base hourly rate}} = \text{Workers' Comp (WC) or SDI (SD) hours}$$

STEP 4. Calculate the number of *supplemental hours:*

$$\text{regular hours this pay period} - \text{total paid hours from Step 1 (if any) + any non-paid hours other than WC or SD} - \text{Workers' Comp or SDI hours (from Step 3)} = \text{Total supplemental hours}$$

STEP 5. *If one or more holidays fell during the supplemental period ^(d) and the employee is not supplementing with assault pay, ^(e) do the following to calculate the number of supplemental hours that will be charged to LH (Otherwise, skip to Step 6.)*

a. Calculate the number of Workers' Compensation or SDI hours per day in the supplemental period:

$$\frac{\text{total supplemental hours (from Step 4)}}{\text{number of work days in supplemental period, including holiday(s)}} \div = \text{number of supplemental hours per day}$$

b. Calculate the number of legal holiday hours to be used to supplement Workers' Compensation or SDI:

$$\frac{\text{number of supplemental hours per day}}{\text{number of holidays in supplemental period}} \times \text{number of holidays in supplemental period} = \boxed{}^*$$

legal holiday hours

c. Subtract the holiday hours from the total Workers' Compensation and SDI supplemental hours:

$$\frac{\text{total supplemental hours (from Step 4)}}{\text{legal holiday hours (up to 8 or 16 LH. Bank unused LH for future use)}} - \text{legal holiday hours} = \boxed{}^*$$

balance of supplemental hours

* Full-time employees with scheduled 80 hours are entitled to 8 hours of LH, so you may supplement up to 8 hours of LH if one legal holiday occurred during the pay period. You may supplement up to 16 hours LH if two Legal Holidays fell in the pay period. However, supplemental LH hours should be distributed across multiple days so that total hours do **not exceed 8 hours per day** when combined with SDI/WC hours. Unused LH hours can be banked and used in future pay periods. For a part-time, regularly scheduled employee, use prorated LH hours.

STEP 6. Write the number of supplemental hours to be charged to each type of paid leave code. Employees are entitled to supplement WC, SDI, and paid Family Leave with other paid leave codes, including SP, VA, OU, and LH. Floating Holiday cannot be used as supplementation.

WS/AP / SP VA OU LH* PB = $\frac{}{}$ **Total Supp. Hours**

STEP 7. *Check your calculations* by adding together all the paid and non-paid hours for this pay period: any paid or non-paid hours from *Step 1*, the WC or SD hours from *Step 3*, the supplemental hours from *Step 6*, if any. The total must equal the employee's standard hours.

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Important: If the type(s) of paid-leave the employee is using to supplement has hours charged to it in Step 1, remember to add together the hours from Step 1 and the supplemental hours when you post time on the Roster or fill out a Problem Description Form for this pay period.

Prepared by _____

Phone Number _____



IMPORTANT: This form must be signed.

- (a) Hours reported for a Paid Parental Leave supplement (PB) may only apply during a specific period known as the "qualified duration or period of PPL as prescribed or pre-determined by the employee's department officers. When reporting PB, the Department is certifying that the report of supplemental compensation through the payroll process has been qualified in compliance with the Charter, Section A8.365.
- (b) DP hours would occur only for employees in eligible classifications who are on Workers' Comp during the waiting period, and whose DP waiting period ended during this pay period.
- (c) Use an adjusted hourly rate if the employee earns shift premium, longevity pay, had a rate increase during this pay period, or earns a special pay while on paid leave. (Attach your calculations to this Worksheet.)
- (d) If the holiday falls on the employee's regular day off, credit the employee with an in-lieu holiday.
- (e) Assault Pay (AP) is used to supplement holidays as well as normal work days.