

**OPTION A CALCULATION SHEET**

(SICK LEAVE ONLY)

- 1. SL balance (or "X" from prior sheet): \_\_\_\_\_ hours (A)
- 2. VL balance (or "Y" from prior sheet): \_\_\_\_\_ hours (B)
- 3. ESL balance (26 weeks or "Z" from prior sheet): \_\_\_\_\_ weeks (C)
- 4. Total weeks in period: \_\_\_\_\_ weeks (D)
- 5. Total hours in period: \_\_\_\_\_ hours (E)
- 6. Hours worked in period: \_\_\_\_\_ hours (a)
- 7. Holiday hours in period: \_\_\_\_\_ hours (b) see holiday rules
- 8. Hours paid by Workers' Compensation: \_\_\_\_\_ hours (c) see footnote \*
- 9. Total hours covered (a + b + c) = \_\_\_\_\_ hours (F)
- 10. SL hours needed (E - F) = \_\_\_\_\_ hours (G)
- 11. If (G) < (A), SL is adequate:

REG Time on Pay Status (F + G)/E = \_\_\_\_\_ 1.0000 REG Time (H)  
ESL Time on Pay Status = \_\_\_\_\_ zero ESL Time (I)  
WC Pay Reduction (use DOS code "WCR") \$ \_\_\_\_\_ WCR \* (J)

Reduced SL balance (A - G) = \_\_\_\_\_ hours (K)  
Reduced VL balance (B - zero) = \_\_\_\_\_ (B) hours (L)  
Reduced ESL balance (C - zero) = \_\_\_\_\_ (C) weeks (M)

Go to Step 23 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. Test if ESL weeks needed.
- 13. ESL threshold (.80 \* E) = \_\_\_\_\_ hours (N)
- 14. ESL hours needed (N - F - A) = \_\_\_\_\_ hours (O)
- 15. If (O) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A)/E = \_\_\_\_\_ REG Time (H)  
ESL Time on Pay Status = \_\_\_\_\_ zero ESL Time (I)  
WC Pay Reduction (use DOS code "WCR") \$ \_\_\_\_\_ WCR \* (J)

Reduced SL balance (A - A) = \_\_\_\_\_ zero hours (K)  
Reduced VL balance (B - zero) = \_\_\_\_\_ (B) hours (L)  
Reduced ESL balance (C - zero) = \_\_\_\_\_ (C) weeks (M)

Go to Step 23 to credit new accruals.

- 16. If (O) > Zero, ESL weeks are needed. Test if ESL balance is adequate.
- 17. Test ESL balance adequacy (C - D) = \_\_\_\_\_ weeks (P)
- 18. If (P) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A)/E = \_\_\_\_\_ REG Time (H)  
 ESL Time on Pay Status O/E = \_\_\_\_\_ ESL Time (I)  
 WC Pay Reduction (use DOS code "WCR") \$ \_\_\_\_\_ WCR \* (J)

Reduced SL balance (A - A) = \_\_\_\_\_ zero hours (K)  
 Reduced VL balance (B - zero) = \_\_\_\_\_ (B) hours (L)  
 Reduced ESL balance (C - D) = \_\_\_\_\_ weeks (M)

Go to Step 23 to credit new accruals.

19. If (P) < Zero, ESL balance is not adequate to supplement entire period.
20. REG hours in entire period (F + A) = \_\_\_\_\_ hours (Q)
21. Percent of period on ESL (C/D) = \_\_\_\_\_ (R)
22. ESL hours in ESL period (R)\*(O) = \_\_\_\_\_ hours (S)

REG Time on Pay Status Q/E = \_\_\_\_\_ REG Time (H)  
 ESL Time on Pay Status S/E = \_\_\_\_\_ ESL Time (I)  
 WC Pay Reduction (use DOS code "WCR") \$ \_\_\_\_\_ WCR \* (J)

Reduced SL balance (A - A) = \_\_\_\_\_ zero hours (K)  
 Reduced VL balance (B - zero) = \_\_\_\_\_ (B) hours (L)  
 Reduced ESL balance (C - C) = \_\_\_\_\_ zero weeks (M)

Go to Step 23 to credit new accruals.

23. New SL & VL accruals:

If (K) > Zero, OR employee has returned to full or reduced schedule work, credit new SL & VL accruals:

Reduced SL balance (K): \_\_\_\_\_ (K) hours (K)  
 New SL accrual: \_\_\_\_\_ hours (T)  
 New SL Balance (K + T) = \_\_\_\_\_ hours (X)

Reduced VL balance (L): \_\_\_\_\_ (L) hours (L)  
 New VL accrual \_\_\_\_\_ hours (U)  
 New VL Balance (L + U) = \_\_\_\_\_ hours (Y)

New ESL Balance (M + zero): \_\_\_\_\_ (M) weeks (Z)

If (K) = Zero, and employee has not returned to full or reduced schedule work, do not credit new SL & VL accruals:

New SL Balance (K + zero) = (K) hours (X)  
 New VL Balance (L + zero) = (L) hours (Y)  
 New ESL Balance (M + zero) = (M) weeks (Z)

24. When (Z) = Zero, ESL is exhausted.

If claimant has not returned to full or reduced-schedule work:

1. Place employee on Leave of Absence without Pay (LWOP).
2. Refer employee to HR B&FP to apply for Supplemental Disability.
3. Refer employee to Payroll to arrange to pay Dental & Optical premiums.
4. Contact HR B&FP and request OP Contingency Fund pay Medical plan premiums.

\* From [WC Leave Bank calculator](http://ucsfhr.ucsf.edu/dismgmt/workcomp/payroll/calculators/wcpayments/).  
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