

OPTION B CALCULATION SHEET

(SICK LEAVE & VACATION LEAVE)

- 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 26 to credit new accruals.

- 12. If (G) > (A), SL is not adequate. VL needed.
- 13. VL hours needed (G - A): _____ hours (N)
- 14. If (N) < (B), VL is adequate:

REG Time on Pay Status (F + A + N)/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 - A) = zero hours (K)
Reduced VL balance (B - N) = _____ hours (L)
Reduced ESL balance (C - zero) = (C) weeks (M)

Go to Step 26 to credit new accruals.

- 15. If (N) > (B), VL is not adequate. Test if ESL weeks needed.
- 16. ESL threshold (.80 * E) = _____ hours (O)
- 17. ESL hours needed (O - F - A - B) = _____ hours (P)
- 18. If (P) < Zero, ESL weeks not needed:

REG Time on Pay Status (F + A + B)/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 - B) = _____ zero hours (L)
 Reduced ESL balance (C - zero) = _____ (C) weeks (M)

Go to Step 26 to credit new accruals.

19. If (P) > Zero, ESL weeks are needed. Test if ESL balance is adequate.

20. Test ESL balance adequacy (C - D) = _____ weeks (Q)

21. If (Q) > Zero, ESL balance is adequate:

REG Time on Pay Status (F + A + B)/E = _____ REG Time (H)
 ESL Time on Pay Status P/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 - B) = _____ zero hours (L)
 Reduced ESL balance (C - D) = _____ weeks (M)

Go to Step 26 to credit new accruals.

22. If (Q) < Zero, ESL balance is not adequate to supplement entire period.

23. REG hours in entire period (F + A + B) = _____ hours (R)

24. Percent of period on ESL (C/D) = _____ (S)

25. ESL hours in ESL period (S)*(P) = _____ hours (T)

REG Time on Pay Status R/E = _____ REG Time (H)
 ESL Time on Pay Status T/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 - B) = _____ zero hours (L)
 Reduced ESL balance (C - C) = _____ zero weeks (M)

Go to Step 26 to credit new accruals.

26. New SL & VL accruals:

If (L) > 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 (U)
 New SL Balance (U + T) = _____ hours (X)

Reduced VL balance (L): _____ (L) hours (L)
 New VL accrual _____ hours (V)
 New VL Balance (L + V) = _____ hours (Y)

New ESL Balance (M + zero): _____ (M) weeks (Z)

If (L) = 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)

27. 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/>