



Workers' Compensation/SDI Supplementation Worksheet

EMPLOYEE ID					EMPLOYEE NAME			DEPT. ID			UNION		JOB CLASS	
					LAST	FIRST	M.I.							

TYPE OF CLAIM

- Workers' Comp Claim
 Regular SDI Claim
 Paid Parental Leave Duration ^(a)
 (Charter Section A8.365)
- Recurrence
 Paid Family Leave
 _____ to _____

IMPORTANT DATES

 Date of Industry Injury (WC Only)

 Last Day Worked
 _____ to _____
 Waiting Period Date Range if Applicable

 Date Benefits Began (WC or SDI)

 Pay Period Ending Date

 Employee's Expected or Actual Return Date

WORKSHEET

Enter pay period dates

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

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:

WKP	CTP	DLP ^(b)	Non Paid Hours
SLP	LHP	FHP	
VAP	PRP ^(a)	Other Paid Hours	
			Total Hours

STEP 2

Calculate the Workers' Comp or SDI benefit amount for the pay period:

_____ x _____ = \$ _____
 Calendar days employee was on WC or SDI
 WC or SDI daily rate
 Benefit amount for pay period

STEP 3

Calculate the number of hours that this benefit amount is equivalent to:

_____ ÷ _____ = _____
 Benefit amount for pay period (STEP 2)
 Base hourly rate OR adjusted hourly rate ^(c)
 WCU or SDU hours

STEP 4

Calculate the number of supplemental hours:

_____ - _____ - _____ = _____
 Regular hours this pay period
 Total hours (STEP 1)
 WCU or SDU hours (STEP 3)
 Total supplemental hours

STEP 5

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 SLP, VAP, CTP, FHP, LHP, PRP (if qualified) and other authorized types.

$$\frac{\quad}{\text{WSP}} + \frac{\quad}{\text{SLP}} + \frac{\quad}{\text{VAP}} + \frac{\quad}{\text{CTP}} + \frac{\quad}{\text{FHP}} + \frac{\quad}{\text{LHP}} + \frac{\quad}{\text{PRP}} + \frac{\quad}{\text{OTHER}} = \boxed{\quad}$$

Total supplemental hours

NOTE: Full-time employees with scheduled 80 hours are entitled to 8 hours of LHP. You may supplement up to 8 hours of LHP if one legal holiday occurred during the pay period or up to 16 hours LHP if two Legal Holidays occurred. For a part-time, regularly scheduled employee, use prorated LHP hours.

STEP 6

Check your calculations. Add all of the paid and non-paid hours for this pay period including any paid or non-paid hours from STEP 1, the WCU or SDU hours from STEP 3, the supplemental hours from STEP 5. The total must equal the employee's bi-weekly standard hours.

$$\frac{\quad}{\text{Hours outside the supplemental period (STEP 1)}} + \frac{\quad}{\text{WCU or SDU hours (STEP 3)}} + \frac{\quad}{\text{Total supplemental hours (STEP 5)}} = \boxed{\quad}$$

Does this match the bi-weekly hours?

STEP 7

Calculate the number of WCU or SDU hours per day in the supplemental period:

$$\frac{\quad}{\text{Total WCU or SDU hours (STEP 3)}} \div \frac{\quad}{\text{Number of work days in supplemental period excluding legal holidays}} = \boxed{\quad}$$

WCU or SDU hours per day

STEP 8

Calculate the number of supplemental hours per day in the supplemental period:

$$\frac{\quad}{\text{Total supplemental hours (STEP 5)}} \div \frac{\quad}{\text{Number of work days in supplemental period excluding legal holidays}} = \boxed{\quad}$$

Supplemental hours per day

STEP 9

Check your calculations. Add the WCU or SDU hours per day from STEP 7 and the supplemental hours per day from STEP 8. The total must equal the employee's daily standard hours:

$$\frac{\quad}{\text{WCU or SDU hours per day (STEP 7)}} + \frac{\quad}{\text{Supplemental hours per day (STEP 8)}} = \boxed{\quad}$$

Does this match the daily standard hours?

REMINDER: If the type(s) of paid-leave the employee is using to supplement has hours charged to it in STEP 1, add the hours from STEP 1 and the supplemental hours when posting time on the roster or filling out a Problem Description Form for this pay period.

Prepared by (print name) _____

Signature _____

Phone Number _____

A: Hours reported for a Paid Parental Leave supplement (PRP) may only apply during a specific period known as the qualified duration or period of PPL as prescribed or pre-determined by the department's leave coordinator/officer. When reporting PRP, 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: DLP hours would occur only for employees in eligible classifications who are on Workers' Comp during the waiting period, and whose DLP 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.)