

Worksheet Calculation of Prorated Longevity Payment

Employee Name
Employee ID
Qualifying Period

Percentage of Qualifying Period	
1. Enter the number of hours worked or in a paid leave status during the 6-month qualifying period. Convert minutes to the percent of the hours by dividing the minutes by 60. Note: Leave without pay, catastrophic leave or any combination thereof, for 240 hours or less in a calendar year, is counted as hours worked.	
2. Enter the total full-time equivalent hours for the pay class designation during the 6-month qualifying period. See included schedule for employees with an 80-hour pay class.	
3. Enter the percentage of the qualifying period that the employee worked or was in paid leave status. This percentage should be carried out four places after the decimal. Divide Line 1 by Line 2.	

Prorated Longevity Payment Amount	
4. Enter the longevity payment amount based on continuous service date.	
5. Enter the percentage of the qualifying period that the employee worked or was in paid leave status. Enter the percentage from Line 3.	
6. Enter the longevity payment amount for the 6-month period. Multiply Line 4 by Line 5.	

Prepared By _____ Date _____

Telephone Number _____