

WORKSHEET  
CALCULATION OF MILITARY DIFFERENTIAL PAY AND CIVIL LEAVE HOURS

Employee Name \_\_\_\_\_

Employee ID Number \_\_\_\_\_

Monthly Period Covered – From Date \_\_\_\_\_ To Date \_\_\_\_\_

**STATE PAY**

Note: Two columns are provided in the event that the employees pay rate changes during the monthly period.

	Rate 1	Rate 2
Scheduled Work Days In Monthly Period		
Scheduled Work Hours Per Day	x	x
<b>TOTAL SCHEDULED WORK HOURS IN MONTHLY PERIOD</b>	<b>=</b>	<b>=</b>

Base Rate of Pay (Hourly Rate)		
* Shift Differential Rate Per NAC 284.210	+	+
* Special Salary Adjustment Rate Per NAC 284.206	+	+
<b>TOTAL HOURLY RATE</b>	<b>=</b>	<b>=</b>

NORMAL PAY FOR MONTHLY PERIOD \$ \$

(Total Scheduled Work Hours In Period Multiplied By  
Total Hourly Rate)

LESS ANY STATE PAID LEAVE IN MONTHLY PERIOD (\$ )  
(Annual, Sick, Comp, UMIL, etc.)

LESS FURLOUGH LEAVE USED IN MONTHLY PERIOD (\$ )

TOTAL STATE PAY FOR MONTHLY PERIOD \$

TOTAL MILITARY PAY FOR MONTHLY PERIOD \$

Pay for active military service means the base pay that a person receives for active military service as determined by the rank or grade of the person. The term does not include any other type of pay that a person may be entitled to receive for active military service, including, without limitation, imminent danger pay or family separation allowance.

MILITARY DIFFERENTIAL PAY FOR MONTHLY PERIOD \$

(Total State Pay Minus Total Military Pay)

CIVIL LEAVE HOURS FOR MONTHLY PERIOD

(Total Military Differential Pay for Month Divided by Total Hourly Rate. If the Total Hourly Rate changed during the month, divide by the Total Hourly Rate in effect on the 'Monthly Period Covered To' date.)

NOTE: Civil leave hours for month must be converted to hours and minutes when entered on the Special Pay/Time Adjustment Sheet. Example, 17.50 hours = 17 hours 30 minutes (.50 x 60).