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.

<table>
<thead>
<tr>
<th>Rate 1</th>
<th>Rate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Work Days In Monthly Period</td>
<td></td>
</tr>
<tr>
<td>Scheduled Work Hours Per Day</td>
<td>x</td>
</tr>
<tr>
<td>TOTAL SCHEDULED WORK HOURS IN MONTHLY PERIOD</td>
<td>=</td>
</tr>
</tbody>
</table>

Base Rate of Pay (Hourly Rate)  
* Shift Differential Rate Per NAC 284.210  
* Special Salary Adjustment Rate Per NAC 284.206  
TOTAL HOURLY RATE  

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 MONTLY 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).

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