SPECIAL PAY/TIME ADJUSTMENT WORKSHEET FOR WORKERS COMP BUYBACK

This form must be completed and submitted with the Special Pay/Time Adjustment Sheet when processing a leave buyback for an employee who is collecting Workers Compensation benefits.

Employee Name: _____   Employee ID # _____

Reporter: Exception [ ]   Positive [ ]

Retirement: Employee/Employer Paid [ ]   Employer Paid [ ]

Workweek: Standard [ ]   Non-Standard [ ]   Innovative [ ]

Regular Days Off: Mon [ ]   Tue [ ]   Wed [ ]   Thu [ ]   Fri [ ]   Sat [ ]   Sun [ ]

Leave usage for Period of Compensation from _____ to _____

Date	Event Type	# of Hours	Date	Event Type	# of Hours

A. Same Event Type Used during Period of Compensation

Amount of Check $ _____ ÷ Normal State Hourly Rate $ _____ =

     # of Hours Reversed [_____]

                        (Decimal Time)

Converts to   # of Hours Reversed [_____]

                              (Real Time)

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B. Different Event Type Used during Period of Compensation

Amount of Check $ _____ ÷ # of Hrs in Period of Comp _____ =

W/C Hourly Rate $ _____

Event Type	# of Hours *		W/C Hourly Rate		Amount for Event Type
1.		X		=	
2.		X		=	
3.		X		=	
4.		X		=	
5.		X		=	

*# of Hours is Real Time. Remember to convert minutes to decimal before calculating.

Event Type Amount		Normal State Hourly Rate during Period of Compensation		# of Hours Reversed **
1.	÷		=	
2.	÷		=	
3.	÷		=	
4.	÷		=	
5.	÷		=	

**# of Hours Reversed is Decimal Time. Remember to convert decimal back to minutes before entering information on Special Pay/Time Adjustment Sheet.