ADMINISTRATIVE LEAVE – ACTIVE MILITARY DUTY
WORKSHEET
(FOR PERSONNEL USE ONLY)

Employee Name:_____

Department Name:_____

Last Day of Work:_____

Activation Date:_____

1. Current State Salary: _____   Grade/Step: _____
   (Bi-weekly Salary)
2. Current Military Salary: _____
   (Bi-weekly Salary, not including allowances, shift or hazard pay)

3. Total Difference in Salary: _____

(If 2. is more than 1. enter 0 as the total. If 2. is less than 1., subtract 2. from 1. to get the total difference in salary.)

4. State Hourly Rate:_____
   (Hourly rate is the bi-weekly salary divided by the number of regular work hours)

5. Administrative Leave Hours:_____
(Divide 3. by 4. to obtain the number of hours the employee will be compensated each Pay Period.)

6. Start Date of Administrative Leave: _____

COMPLETE THE FOLLOWING WHEN EMPLOYEE RETURNS

7. End Date of Administrative Leave:_____
(First date employee is not on active military duty.)

8. Return to Work Date:_____

10. Total Administrative Leave Hours Used:_____
(Multiply 5. by the number of pay periods the employee was on active duty as of date used in 6.)

cc: Agency Payroll Office
     Cynthia Kollner, Dept. of Budget & Management
Submit a copy of this worksheet and military orders when Administrative Leave begins and immediately after employee returns to work.