

**ADMINISTRATIVE LEAVE – ACTIVE UNIFORMED SERVICES 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: \_\_\_\_\_

**9. 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  
Department of Budget and Management ([DBM.PSD@maryland.gov](mailto:DBM.PSD@maryland.gov))

Submit a copy of this worksheet when Administrative Leave begins and immediately after employee returns to work.