

## Accident Pay Adjustment Worksheet

**Instructions:** Verify the current leave balance, and select one of the scenarios to complete the worksheet. If the adjustment is a combination of paid and unpaid leave, then complete Scenarios A and B.

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

W#: \_\_\_\_\_

### Scenario A

Accident Pay to Regular Leave	
Use this column if the employee received Accident pay when it should have been Regular Leave.	
Instructions:	# of Hours
1. Enter the number of hours that need to be adjusted.	
2. Enter the current leave balance.	
Sick	
Annual	
Personal	
Other	
Comp	
<u>Total Balance:</u>	
2a) If the Total Balance in Instruction #2 is less than the # of hours in Instruction #1, then enter the difference here. This will be the # of hours that will be <u>Unpaid Leave</u> . Complete Scenario B.	
2b) If the Total Balance is greater, then go to Instruction #3 below.	
3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	
Annual	
Personal	
Other	
Comp	
<u>Total Balance:</u>	

### Scenario B

Accident Pay to Unpaid Leave	
Use this column to determine if any portion of the Accident Pay should be unpaid leave of absence.	
Instructions:	# of Hours
1. Enter the # of hours that were used for Accident Pay	
2. Verify the leave balance is zero.	
Sick	
Annual	
Personal	
Other	
Comp	
<u>Total Balance:</u>	
3. Total <u>Unpaid Leave</u> .	

### Scenario C

Regular Leave to Accident Pay	
Use this column if the employee used Regular leave to cover the leave of absence when it should have been Accident Pay.	
Instructions:	# of Hours
1. Enter the number of hours that need to be adjusted.	
2. Enter the current leave balance.	
Sick	
Annual	
Personal	
Other	
Comp	
<u>Total Balance:</u>	
3. Calculate what the leave balance should be after the adjustment has been made.	
Sick	
Annual	
Personal	
Other	
Comp	
<u>Total Balance:</u>	