

LEAVE END WORKSHEET FOR CALCULATING POTENTIAL PRD/BD ADJUSTMENTS

INSTRUCTIONS: Use this worksheet when an employee returns to work after a MEDICAL, WORKER'S COMP, or OCR leave of absence that was documented via a personnel action. The worksheet identifies if performance review date (PRD) or benefits date (BD) must be adjusted and by how many days. For all date calculations in this worksheet, use ONLY the Civil Service Office approved date difference calculator (<http://cgi.cs.duke.edu/~des/datecalc/datecalc.cgi>).

Employee Name & Number: _____

Employing Job Title/Job Code/Pay Grade: _____

Employing Agency/Dept: _____

Employee Benefit (Sick) Plan: _____ Type of Leave (med, ocr, wc): _____

Person Completing This Form: _____

Contact Telephone Number & Email: _____

1. First Date Employee was Back at Work or Was Paid 100% Using Only Accruals.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
2. First Date Employee was Absent From Work.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
3. Performance Review Date (PRD) Prior to Leave.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
4. Benefits Date (BD) Prior to Leave.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
5. Disability or WC Insurance Coverage Start Date (if applicable)...	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
6. First Date Employee Was Paid Less Than 100% Using <u>ONLY</u> Accrued Leave (For employees with sufficient accruals, this date is the same as the disability or WC insurance start Date on Line 5. For employees with less accruals, this date is earlier than the Line 5 Date).....	<div style="border: 1px solid black; height: 45px; width: 100%;"></div>
7. First Date Employee used no accrued leave (if applicable).....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
8. Number of Days Between the Line 1 Date and the Line 6 Date. This is the Number of Days for Potential PRD Adjustment.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
9. Number of Days Between the Line 1 Date and the Line 7 Date. This is the Number of Days for Potential BD Adjustment.....	<div style="border: 1px solid black; height: 25px; width: 100%;"></div>
10. Is Line 8 Greater Than 29?.....	<input type="checkbox"/> YES (Go to Line 11) <input type="checkbox"/> NO (Go to Line 15)
11. Add the Number of Days from Line 8 to the Date from Line 3. This is the Employee's New PRD.....	<div style="border: 1px solid black; background-color: #cccccc; height: 25px; width: 100%;"></div> (New, Adjusted PRD)
12. Is Line 9 Greater Than 29 (if this is a WC leave go to line 14)?....	<input type="checkbox"/> YES (Go to Line 13) <input type="checkbox"/> NO (Go to Line 14)
13. Add the Number of Days from Line 9 to the Date from Line 4. This is the Employee's New BD.....	<div style="border: 1px solid black; background-color: #cccccc; height: 25px; width: 100%;"></div> (New, Adjusted BD)

14. This Leave of Absence DOES Require an Adjustment to the Employee's PRD (and, perhaps, BD). PREPARE a Leave-END Personnel Action and Forward it to the Civil Service Office. Include in the Personnel Action the New PRD from Line 11 and, if present, the new BD from Line 13.

15. This Leave of Absence DOES NOT Require an Adjustment to the Employee's PRD or BD. Prepare a Leave-END Personnel Action and Forward it to the Civil Service Office, BUT DO NOT ADJUST EITHER THE PRD OR BD.