

## **Formulas to Use When Supplementing Short-Term Disability With Leave (Prepared for Merit Agencies)**

Short-Term Disability (STD) is 75% of the participating employee's creditable compensation as defined in SB 178.

Delaware Code allows an employee to utilize earned leave to supplement short-term disability benefits to equal 100% of pre-disability creditable compensation as defined in SB 178.

**REMEMBER** if an employee is out for a period of more than two weeks, which will occur during the twenty-calendar-day Short-Term Disability Insurance elimination period, then his/her schedule automatically reverts to a normal schedule for the duration of the time that he/she is not working.

**To calculate the 25% leave supplement and, in the event the employee is using Donated Leave, the number to enter in the Short-Term Disability box on the Donated Leave Calculation Worksheet:**

1. (# of workdays being covered by STD X # of regular hours worked/day)  
**X .75 = # of equivalent hours being compensated by STD during covered period**

### **EXAMPLES**

- a. **Full pay period of a 37.5 hour/week employee**  
(10 workdays being covered by STD X 7.5 regular hours worked/day) = 75  
X .75 = **56.25** equivalent hours being compensated by STD during covered period
- b. **Full pay period of a 40.0 hour/week employee**  
(10 workdays being covered by STD X 8.0 regular hours worked/day) = 80  
X .75 = **60.0** equivalent hours being compensated by STD during covered period
- c. **Partial pay period of a 37.5 hour/week employee**  
(6 workdays being covered by STD X 7.5 regular hours worked/day) = 45  
X .75 = **33.75** equivalent hours being compensated by STD during covered period
- d. **Partial pay period of a 40.0 hour/week employee**  
(6 workdays being covered by STD X 8.0 regular hours worked/day) = 48  
X .75 = **36.0** equivalent hours being compensated by STD during covered period

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2. **Take regular hours worked in the period being covered by STD - answer #1 (a, b, c, d, respectively) = total # of hours that may be supplemented by leave**  
(This formula is not needed when supplementing with Donated Leave and using the Donated Leave form.)
- a. **Full pay period of a 37.5 hour/week employee**  
75 regular hours worked in the period being covered by STD – **56.25** =  
**18.75** hours that may be supplemented by leave
  - b. **Full pay period of a 40.0 hour/week employee**  
80 regular hours worked in the period being covered by STD – **60.0** =  
**20.0** hours that may be supplemented by leave
  - c. **Partial pay period of a 37.5 hour/week employee**  
45 regular hours worked in the period being covered by STD – **33.75** =  
**11.25** hours that may be supplemented by leave
  - d. **Partial pay period of a 40.0 hour/week employee**  
48 regular hours worked in the period being covered by STD – **36.0** =  
**12.0** hours that may be supplemented by leave