

Instructions for Completing the Part-time Employment Calculation Report

This report must be submitted with all applications for benefits for employees who were employed part-time for six weeks prior to the injury.

- Complete the employee's full name
- Complete the date of injury
- Complete the Bureau of Workers' Compensation claim # if available

For the 6 weeks prior to the date of injury, capture the employee's work schedule for every day of the week, including work hours, regularly scheduled days off and any time taken.

Dates should appear in the small box and time worked or taken should appear in the larger box (see example below).

| | | | | | | | | | |
|------|---|------|-----|------|-----------------|------|---|------|------|
| 5/12 | | 5/13 | | 5/14 | | 5/15 | | 5/16 | |
| | R | | 8.0 | | 4.0 PL 4.0 V | | R | | 10.0 |

ONLY use the codes listed below to document time used

- | | | |
|----------------------------|---------------------------------|-----------------------------|
| A – Absent, no pay | H – Holiday | R – Regular Day Off |
| ADM – Administrative Leave | LDW – Last Day Worked | RTW – Date Returned to Work |
| CT – Comp Time | LOA – Leave of Absence | S – Sick Leave |
| DL – Donated Leave | OIL – Occupational Injury Leave | SC – Salary Continuation |
| DOI – Date of Injury | PL – Personal Leave | V – Vacation |

- For each week, add all hours actually worked and put the total weekly hours in the last column
- Add total weekly hours together to determine total hours for the weeks listed
- Input the numbers into the formula below the calendar to determine daily hours of the part-time employee
- The maximum number of hours per week a part-time employee can receive is **39.9 hours**. Exception may occur the week of the injury.

