

**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)

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