

## SEVERANCE PAY WORKSHEET

NAME OF EMPLOYEE ( <i>Last, First</i> )	SOCIAL SECURITY NUMBER
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### I. SERVICE

a. SEPARATION DATE (YY/MM/DD)	f. TOTAL SERVICE (years)	
b. SCD LEAVE (YY/MM/DD)	g. SERVICE TO 10 YEARS	
c. SERVICE (Item a - Item b) (YY/MM/DD)	h. SERVICE OVER 10 YEARS	
d. DD 214 (YY/MM/DD)	i. NUMBER OF WEEKS (Item g + (2*Item h))	
e. SERVICE (Item c - Item d) (YY/MM/DD)		

### II. AGE

a. SEPARATION DATE (YY/MM/DD)	d. AGE (years)	
b. DATE OF BIRTH (YY/MM/DD)	e. AGE OVER 40 (Item d - 40) (years)	
c. AGE (Item a - Item b) (YY/MM/DD)	f. AGE FACTOR (Item e/10) (years)	

### III. WEEKLY RATE

#### PER ANNUM RATE

a. ADJUSTED RATE	d. STANDBY RATE (Item c * Item b)	
b. HOURLY RATE (Item a/2087)	e. HOURLY RATE (Item b + item d)	
c. STANDBY (%)	f. WEEKLY RATE (Item e * 40)	

#### PER HOUR RATE

g. HOURLY RATE	i. FULL HOURLY RATE (Item g + Item h)	
h. NIGHT DIFFERENTIAL	j. WEEKLY RATE (Item i * 40)	

### IV. SEVERANCE PAY FUND

a. BASIC ALLOWANCE (Item li * Item IIIf) or (Item li * Item IIIj)	e. FUND (The lesser of Item c and d)	
b. AGE ADJUSTMENT (Item a * Item IIlf)	f. PRIOR WEEKS SEVERANCE PAY (If you received previous severance pay, your benefits will be reduced.)	
c. RAW FUND (Item a + item b)	g. VALUE (Item f * Item IIIf) = (Item f * Item IIIj)	
d. 52 WEEKS PAY (Item IIIf * 52) or (Item IIIj * 52)	h. FINAL FUND (Item e - Item g)	

### V. SEVERANCE PAYMENTS

a. WEEKLY RATE (Item IIIf or Item IIIj)	c. BIWEEKLY PAYMENT (Item a * 2)	
b. WEEKS (Item IVh/Item a)	d. FINAL PAYMENT	

### CERTIFICATION

SIGNATURE OF PERSONNEL SPECIALIST	DATE
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