

APPENDIX "A"

WORKSHEET

The following worksheet will assist the employee with planning the Leave of Absence.

Number of bi-weekly pay periods in the:

Deferral Period _____ bi-weekly pay periods from _____ to _____

Number of monthly pay periods in the:

Leave Period _____ months from _____ to _____

Deferral Period	No. of Pay Periods in Calendar Year Over Which Salary is Being Deferred		Basic Normal Gross pay Per Pay Period		¹ Percentage of Normal Gross Pay to be Deferred		Annual Contribution to Deferred Amount
First Year		X	\$	X	%	=	\$
Second Year		X	\$	X	%	=	\$
Third Year		X	\$	X	%	=	\$
Fourth Year		X	\$	X	%	=	\$
Fifth Year		X	\$	X	%	=	\$
Sixth Year		X	\$	X	%	=	\$
Total							\$

Total Contribution \$ _____

Divided by: Number of Monthly Pay Periods During the Leave Period _____

Equals: Monthly Income from Deferred Amount During the Leave Period ²\$ _____

¹ Cannot be less than 16⅔% and cannot exceed 33⅓% of Normal Gross Pay. You will need to determine the percentages for your Normal Gross Pay to be deferred in each year and enter these percentages on the first page of your application form (see Appendix B).

² Any unpaid leave of absence will reduce the annual contribution.