



## COLONIAL PHRST Team

EE\_DW\_01

### <12 Month Employee Days Worked Calculation

#### **PURPOSE:**

To ensure Colonial employees have an understanding of days worked calculation.

A Days Worked Calculation is a calculation needed to pro-rate annual salary if an employee **does not work all days** as per their contract number of days in a school year. In this case, the employee has **not earned** their entire annual salary.

Reasons for not working the total number of work days include, but are not limited to, Midyear hires, midyear leaves, Short Term disability, Unpaid leave, or a combination of paid leave, Short term and Unpaid Leave (ie Maternity Leave).

In addition a day's worked calculation is done when an employee works multiple days at multiple pay rates (ie Education increase effective midyear).

#### **DEFINITIONS**

**School Calendar:** Yearly calendar showing the authorized teacher /paraprofessional days worked in a school year. Annual Salaries are based on working all contracted days in a school year.

Teachers- 188 days

Paraprofessionals- 185 days

Transportation/Nutrition- contact appropriate supervisor for scheduled days

**Working days:** Include any day actually worked based on the school calendar, or authorized paid leave, with the exception of short term disability.

Paid leave of absence: authorized days worked that are covered by paid leave (ie sick leave)

**Non-Working days:** Holidays/Breaks (winter, spring) or any days where school is officially closed. Also includes any unpaid leave of absence.

Although STD is paid leave, the days an employee is on STD are **not** considered working days.

**Annual Rate:** Annual Salary based on the appropriate salary Scale.

Annual salary is earned for working all days in the school year as per contracted number of days.

Annual salary is not earned for any non-working days

Example:

Based off the Teacher scale, a teacher with education of Bachelor, and experience of Step 1, who works the entire 188 days in the school year will receive an annual salary of \$41,111

**Daily Rate:** Annual Salary divided by number of contracted days in a school year.

$$\$41,111 / 188 = \$218.68$$

**Biweekly Rate:** All state employees are paid on a biweekly pay period. There are ten days in a pay period. For 10 month employees the biweekly rate is not equivalent to 10 days at the daily rate, due to smooth pay.

Smooth Pay: 10 month employee pay is "smoothed" to cover holidays and breaks, and in the case of 26 pay selection, used to cover 4 paychecks in the summer period where the employee is not working.

If spring break dates are: 4/2,4/5,4/6,4/7,4/8 and 4/9

04/23/21 paycheck covers: 03/28-04/10/21

On the 04/23/21 paycheck, the employee will still receive a normal biweekly pay; even though they are not technically paid for the spring break days (Unless on STD)

The biweekly rate is determined by the Annual Salary divided by 26 or 22, depending on employee's selection at hire.

If an employee chooses 22 pays, the biweekly rate is higher, and the employee will not receive pay over the summer:

$$\$41,111 / 22 = \$1,868.68 \text{ biweekly rate}$$

Paid through 1st check in September to first check in July

If an employee chooses 26 pays, the biweekly rate is lower, as the pay is smoothed to cover the additional 4 paychecks over the summer when the employee is not working:

$$\$41,111 / 26 = \$1,581.19 \text{ biweekly rate}$$

Paid through 1st check in September to last check in August

## Days Worked Calculation Example

- Days Worked Calculation: A calculation needed to pro-rate annual salary if an employee is on an unpaid leave of absence or short term disability and **does not work all days** as per their contracted number of days. In this case, the employee has **not earned** their entire annual salary.
- **Important Note:** being unpaid in a paycheck (s), will still result in a day's worked calculation, as salary paid biweekly is not equal to salary earned.
- The Days Worked Calculation is done when the employee returns to work from leave, and will affect the remaining pays in the school year.
  - The calculation shows the **true salary earned** based on the number of actual work days compared to the annual salary that will be paid based through biweekly paychecks, on the total work days (188 days in the following example).

Employee was on an unpaid leave of absence for 20 days

Therefore the employee only worked 168 days out of a total of 188 authorized teacher days, and earned the following salary:

$$\$41,111 / 188 \times 188 = \$41,111 \text{ Total annual salary}$$

$$\$41,111 / 188 \times 168 = \$36,737.49 \text{ Total Salary Earned}$$

The system is designed to pay the annual salary of \$41,111 but the employee has only earned \$36,737.49.

Therefore a negative adjustment to salary must be made.

$$\$41,111 \text{ minus } \$36,737.49 = -4,373.51$$

The employee was unpaid for two biweekly pay cycles resulting in unpaid salary:

$$\$41,111 / 26 = \$1581.92 \times 2 = 3,162.38 \text{ salary not paid through paychecks}$$

The difference becomes a negative adjustment to the employee's salary:

$$\$4,373.51 - \$3,162.38 = -\$1,211.13$$

This negative adjustment may be spread over the employee's remaining paychecks upon the employees return to work.

Employee has 10 paychecks remaining upon return from leave:

$$-1,211.13 / 10 = -121.12 \text{ per pay period}$$

Employees Biweekly salary \$1581.92 will be reduced by -121.12 resulting in biweekly gross salary of \$1,460.80

$$\$1,581.92 - 121.12 = \$1,460.80 \text{ new biweekly rate}$$

- **The proration of salary appears as a negative adjustment to pay.**
- This calculation is performed any time an employee is on STD, as the period covered by STD is considered a not considered a work day.
- This calculation is performed any time an employee is on unpaid leave (including Maternity leave), as unpaid leave is not considered a work day.
- The more unpaid days, the higher the days worked salary adjustment.
- Contact Payroll at:
  - [payroll@colonial.k12.de.us](mailto:payroll@colonial.k12.de.us)

### **Procedure for Days Worked Calculation**

1. Determine your Annual Salary
  - a. Taken from the appropriate scales
  - b. Do this for *each separate salary level* (if applicable)
2. Determine your contract days for the year, and then determine number of contract days that you actually worked.
  - a. **Be sure to count only Working Days.**
  - b. Do this for *each separate salary level* (if applicable)
3. Determine your Daily Rate:
  - a. Annual salary divided by days that determine a full year = daily rate.
4. Determine Salary Earned:
  - a. Daily rate times the number of days **actually** worked/to be worked (example midyear hire) = the amount of money actually earned and the most you can be paid.
  - b. Note for Salary Step/Education increases: Multiply the daily rate for *each separate salary level* times the actual number of days worked at each salary level for the contract year.
5. Determine Bi Weekly pay:
  - a. Annual salary divided by the number of pays in the year (26 or 22) = amount of regular bi-weekly pay.
  - b. If there are multiple annual salaries there will be multiple bi-weekly pay rates.
6. Determine amount of Salary that has been/and will be paid
  - a. Salary Paid:
    1. Capture the biweekly gross **Regular** (REG) earnings for **each** confirmed paycheck
    2. Do not include flex credits, or any extra pay
    3. Do include paid annual and sick leaves (ALT, SLT)
  - b. Salary to be Paid
    1. Take the most recent bi-weekly pay rate times the number of remaining pays. Include the current pay cycle.
7. Determine number of remaining pays:
  - a. Determine how many paychecks remain in the contract year

8. If the regular bi-weekly salary paid/to be paid (step 6) equals more or less than the amount actually earned (step 4), the employee's salary needs to be prorated by the difference with either a plus or minus adjustment.
9. The total adjustment if large, can be divided by the number of remaining pays (step 7), for a per paycheck adjustment amount.

### **How Paychecks can be affected by STD or unpaid leave**

- Employees going out on unpaid leave (including Maternity Leave) or STD will have their paychecks affected in various ways.
  - Can be paid for multiple pay periods if using paid sick/annual leave
  - Can receive partial pay checks, if unpaid days fall in the middle of a pay period
  - Can go unpaid for multiple pay periods
  - Will be paid out for days work up to and including the elimination period, if approved for STD
  - Will receive STD if eligible, and approved by Hartford
  - Will have a day's adjustment upon returning from leave