

EXAMPLE 1 – Calculation and relational comparison of different work schedules – all are 80-hour biweekly schedules

In this example, there are three different employees. All have the same military rank and military pay entitlements. All three are the same civilian grade and step and live in the same geographical area. Each individual has a daily military pay rate of \$259.23 per day. Their civilian pay rate is \$44.57 per hour.

Employee No. 1 works 5 days a week, 8 hours a day for a total of 40-hours per week, 80 hours a pay period. His schedule and timecard are represented below:

Schedule	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
Week 1		8	8	8	8	8		40 hrs
Week 2		8	8	8	8	8		40 hrs
Timecard								
Week 1		LL	LL	LL	LL	LL		40 LL
Week 2		LL	LL	LL	LL	LL		40 LL

Total Number of LL hours = 80 = 10 days @ 8 hours each

Military Pay Calculation = 10 days X \$259.23/day X factor of 1 = **\$2,592.30**

Civilian Pay Calculation = 80 hours X \$44.57 per hour = \$3,565.60

Since Civilian Pay is greater than Military Pay, the member’s civilian pay will be offset \$2,592.30. The member retains civilian pay of **\$973.30** less taxes and other deductions from DCPS.

Employee No. 2 works an alternate work schedule, 80 hours per pay period. His schedule and timecard are represented below.

Schedule	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Totals
Week 1		9	9	9	9	8		44 hrs
Week 2		9	9	9	9			36 hrs
Timecard								
Week 1		LL	LL	LL	LL	LL		44 LL
Week 2		LL	LL	LL	LL			36 LL

Total Number of LL hours = 80 = 8 days @ 9 hours each + 1 day @ 8 hours

Military Pay Calculation = 8 days X \$259.23/day X factor of 1.125 = \$2,333.07

+ 1 day X \$259.23/day X factor of 1 = 259.23

Total Military Pay

\$2,592.30

Civilian Pay Calculation = 80 hours X \$44.57 per hour = \$3,565.60

Since Civilian Pay is greater than Military Pay, the member's civilian pay will be offset \$2,592.30. The member retains civilian pay of **\$973.30** less taxes and other deductions from DCPS.

WORK SCHEDULE EXAMPLES

Total Biweekly Pay

\$1,844.64

Emergency Medical Technician requests leave for the entire biweekly pay period (120-hour TOD)

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL
WEEK 1	24		24		24			72 hrs
WEEK 2		24		24				48 hrs
TIMECARD								
WEEK 1	LL		LL		LL			72 LL
WEEK 2		LL		LL				48 LL

Total number of LL hours = 120

Civilian Pay calculation = \$1,844.64

Military Pay calculation = 5 days X \$125.00/day X factor of 2 = \$1,250.00

Since Civilian Pay is greater than Military Pay, the member's civilian pay will be offset \$1,250.00. The member will retain civilian pay of \$594.64 less taxes and other deductions from DCPS.

Emergency Medical Technician requests leave for 2 days in the biweekly pay period.

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL:
WEEK 1	24		24		24			72 hrs
WEEK 2		24		24				48 hrs
TIMECARD								
WEEK 1	LL		KG		KG			24 LL
WEEK 2		LL		KG				24 LL

Total number of LL hours = 48

Civilian Pay calculation = 16 hours X \$18.18 = \$290.88
 16 hours X \$ 1.82 = \$ 29.12
 \$320.00

Military Pay calculation = \$125.00 X 2 days X factor of 2 = \$500.00

Since the Military Pay is greater than the Civilian Pay, the member's civilian pay can only be offset by \$320.00. The member always keeps all of their military pay.

*Employee not entitled to FLSA Overtime as the over 40 hour a week requirement was not met in either week.

Emergency Medical Technician requests leave for the entire biweekly pay period (96-hour TOD)

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL:
WEEK 1	24		24					48 hrs
WEEK 2				24		24		48 hrs
TIMECARD								
WEEK 1	LL		LL					48 LL
WEEK 2				LL		LL		48 LL

Total number of LL hours = 96 = 4 days @ 24 hours each

Civilian Pay calculation = Base Pay 2 wks: $\$18.18 \times 80 = \$1,454.40$
 Premium 2 wks: $\$ 1.82 \times 80 = \$ 145.60$
 $\$1,600.00$
 Overtime 2 wks: $\$ 8.34 \times 16 = \$ 133.44$
 Civilian Pay calculation = $\$1,733.44$

Military Pay calculation = $\$125.00/\text{day} \times 4 \text{ days} \times \text{factor of } 2.5 = \underline{\$1,250.00}$

Since Civilian Pay is greater than Military Pay, the member's civilian pay will be offset \$1,250.00. The member retains the civilian pay of \$483.44 less taxes and other deductions from DCPS.

EXAMPLE 3 – Sample calculation for a Air Traffic Controller

Military Pay and allowances are at daily rate of \$125 per day.
 Civilian Annual Salary $\$37,934 / 2087 = \18.18 per hour
 Civilian Premium Pay $\$37,934.00 \times 5\% = \$1,896.70/2087 = \$.91$ per hour

Air Traffic Controller requests leave for the entire biweekly pay period (80-hour TOD)

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTALS
WEEK 1		8	8	8	8	8		40 HRS
WEEK 2		8	8	8	8	8		40 HRS
TIMECARD								
WEEK 1		LL	LL	LL	LL	LL		40 HRS LL
WEEK 2		LL	LL	LL	LL	LL		40 HRS LL

Total number of LL hours = 80 = 10 days @ 8 hours each

Civilian Pay calculation = 80 hours X \$18.18 = \$1,454.40
 80 hours X \$.91 = \$ 72.80
 $\$1,527.20$

Military Pay calculation = $\$125.00 \times 10 \text{ days} \times \text{factor of } 1 = \underline{\$1,250.00}$

WORK SCHEDULE EXAMPLES

Since Civilian Pay is greater than Military Pay, the member's civilian pay will be offset \$1,250.00. The member will retain the civilian pay of \$277.20 less taxes and other deductions from DCPS.

Number of days charged against the additional 22 days of military leave is 10 days.

Air Traffic Controller requests leave for 2 days.

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTALS
WEEK 1		8	8	8	8	8		40 HRS
WEEK 2		8	8	8	8	8		40 HRS
TIMECARD								
WEEK 1		LL	KG	KG	KG	KG		8 HRS LL
WEEK 2		KG	KG	KG	KG	LL		8 HRS LL

Total number of LL hours = 16

Civilian Pay calculation = 16 hours X \$18.18 = \$290.88
 16 hours X \$.91 = \$ 14.56
 \$305.44

Military Pay calculation = \$125.00 X 2 days X factor of 1 = \$250.00

Since Civilian Pay is greater than Military Pay, the member's civilian pay will be offset \$250.00. The member retains the civilian pay of \$55.44 less taxes and other deductions from DCPS.

Number of days charged against the additional 22 days of military leave is 2 days.

EXAMPLE 4 – Sample calculations for a Firefighter

SALARY: \$37,934 / 2756 = \$13.76 per hour

The first 106 hours are at \$13.76 per hour

OVERTIME HOURS: (144 - 106) = 38 hours of overtime

OVERTIME PAY CALCULATION: \$13.76 x 1.5 = \$20.64 x 38 = \$ 784.32

Firefighter requests leave for the entire biweekly pay period (144-hour TOD)

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL:
WEEK 1	24		24		24			72
WEEK 2		24		24		24		72
TIMECARD								
WEEK 1	LL		LL		LL			72 LL
WEEK 2		LL		LL		LL		72 LL

Total number of LL hours = 144 = 6 days @ 24 hours each

WORK SCHEDULE EXAMPLES

Civilian Pay calculation = 106 hours X \$13.76 = \$1,458.56
 38 hours X \$ 20.64 = \$ 784.32
 \$2,242.88

Military Pay calculation = \$125.00 X 6 days X factor of 1.66667 X = \$1,250.00

Since Civilian Pay is greater than Military Pay, the member’s civilian pay will be offset \$1,250.00. The member will retain the civilian pay of \$992.88 less taxes and other deductions from DCPS.

Number of days charged against the additional 22 days of military leave is 144 hours or 10 days.

Firefighter requests leave for less than the full biweekly TOD (2 days)

SCHEDULE	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	TOTAL:
WEEK 1	24		24		24			72
WEEK 2		24		24		24		72
TIMECARD								
WEEK 1	LL		KG		KG			24 LL
WEEK 2		LL		KG		KG		24 LL

Total number of LL hours = 48 = 6 days @ 24 hours each

Civilian Pay calculation = 48 hours X \$13.76 = \$660.48

Military Pay calculation = \$125.00 X 2 days X factor of 1.66667 X = \$416.68

Since Civilian Pay is greater than Military Pay, the member’s civilian pay will be offset \$416.68. The member will retain the civilian pay of \$243.60 less taxes and other deductions from DCPS

Number of days charged against the additional 22 days of military leave is 48 hours or 3.33 days.