

Deferred Salary Leave Worksheet

The following worksheet will assist you with the planning of your Leave. Number of semi-monthly pay periods in the:

Deferral Period

From (Date)	To (Date)
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Leave Period

From (Date)	To (Date)
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Notes

- You can defer between 10-33% of your gross normal salary each pay period for up to 6 years to fund the leave
- There are 24 pay periods in a year
- You can defer your salary for a maximum period of six years before taking your leave
- "Normal Gross Pay" means the pre-tax salary the participant would regularly be paid, including any applicable retroactive salary, but excluding overtime, shift differentials, temporary performance of higher level duty pay and any other special payments.
- Any unpaid leave of absence will reduce the annual contribution.

Deferral Period	No. of Pay Periods in Being Deferred (max =24/year)		Basic Normal Gross pay Per Pay Period		Percentage of Normal Gross Pay to be Deferred (10% = 0.10)		Annual Contribution to Deferred Amount	
Year One		X		X		=		
Year Two		X		X		=		
Year Three		X		X		=		
Year Four		X		X		=		
Year Five		X		X		=		
Year Six		X		X		=		
Total Contribution:								

Total Contribution
Total Semi-monthly Pay Periods during Leave (Maximum 24)
Semi-monthly income during leave

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