

SELF HELP SEPARATION INCENTIVE PAY CALCULATION WORKSHEET

This worksheet is included to help you estimate your Separation Incentive Pay (SIP).

Generally, you get 1 week of pay for each full year of civilian service through 10 years; 2 weeks of pay for each full year of civilian service beyond the first 10 years, plus 25%. Plus ¼ of this 1 or 2 week period for each full 3 months of service beyond the final full year

If you will be over 40 years of age at the time of your separation, you will get an "age adjustment allowance" to the amount you are entitled in the above paragraph. This would equal 10% of the above paragraph for each year over age 40, and for partial years, 2.5% for each full 3 months.

CALCULATIONS

TOTAL CIVILIAN SERVICE (total years/months-convert to decimals) _____

A. 1. Number years of service (10 years or less) A.1. _____

2. Number years of service (greater than 10 years) A.2. _____

B. Number years over age 40 (total years) (convert months to decimals): B. _____

C. Weekly pay rate (include differential but not overtime)
(hourly rate from Leave & Earnings Statement X 40 hours): C. _____

D. Calculate basic Separation Pay Incentive (using amounts in above paragraph):

A.1. _____ X C. \$ _____ = \$ _____

A.2. _____ X C. \$ _____ X 2 = \$ _____

TOTAL D. \$ _____

E. Calculate age adjustment (using amounts in paragraphs above):

(D. \$ _____ X .10) X B. _____ = E. \$ _____

F. Age-adjusted Separation Pay Incentive fund (using amounts in paragraphs above):

D. \$ _____ + E. \$ _____ = F. \$ _____

G. Maximum allowable Separation Incentive Pay:

C. \$ _____ X 52 weeks = G. \$ _____

H. Separation Incentive Pay authorized
(lesser of F or G) = H. \$ _____

The number obtained in paragraph H. above or \$25,000, whichever is less, would be your estimated Separation Incentive Pay. Also, if you have received any severance pay in the past, this estimate will need to be reduced by the amount previously received.

THIS IS ONLY AN ESTIMATE. FINAL ESTIMATE WILL BE COMPUTED PRIOR TO SEPARATION.