

Instructions for Calculating Supplemental Compensation  
For an Employee with a Single Employer With No Tips

As the only employer, you must pay Supplemental Compensation to your Covered Employees receiving benefits for child bonding under the California Paid Family Leave Program. Your employee is required by law to notify you if they have more than one employer.

These instructions will help you calculate the Supplemental Compensation amount owed to the employee.

**Terms:**

A = EDD Weekly Benefit Amount

B = Normal Gross Weekly Wage

C = Supplemental Compensation

**Calculation:**  $B - A = C$

**Documents Needed:**

The EDD Notice of Computation Form (DE 429D) or the employee’s weekly benefit amount provided by EDD; and, employer payroll records covering the lookback period (as defined in the Ordinance).

**Step One:** Find the employee’s California Employment Development Department (EDD) weekly benefit amount from the EDD Notice of Computation form provided by the employee.

EDD Weekly Benefit (A) = \_\_\_\_\_

**Step Two:** Determine the current normal gross weekly wages from employer payroll records.

- i. If weekly wages do not fluctuate then use the amount for the week immediately preceding the bonding leave period. (For parents who give birth, use the amount for the week immediately preceding pregnancy disability leave.)

Normal Gross Weekly Wage (B) = \_\_\_\_\_ from constant wages

- ii. If weekly wages fluctuate, they must be calculated based on the Paid Parental Leave lookback period. The lookback period is defined as “immediately preceding the start of the employee’s California Paid Family Leave Period” (or, for parents who give birth and take Paid Family Leave immediately after their pregnancy disability leave ends, their Paid Parental Leave Lookback Period will be the period immediately preceding their pregnancy disability leave.) The period contains six bi-weekly or semi-monthly, or 12 weekly pay periods and is codified in the Labor and Employment Code Article 14.2(b).

The grids below will help you calculate the employee’s Normal Gross Weekly Wage from this period. If your employee was on unpaid or partially paid leave for any of these pay periods, do not include those pay periods in calculating the average gross weekly wage. Rather add in earlier pay periods up to 26 weeks prior to the start date of your employee’s California Paid Family Leave for child bonding.

Fill in your employee’s pre-tax earnings, in the grid below based on how the employee is paid: bi-weekly, semi-monthly, or weekly. Note that commissions and bonuses may be included when they qualify as “wages” under CA law.

Instructions for Calculating Supplemental Compensation  
For an Employee with a Single Employer With No Tips

Sum each row in the final column to determine the average weekly wage amounts. For weekly and bi-weekly sums, divide by 12 and for semi-monthly divide by 13.

This average weekly wage is the employee’s normal weekly wage.

**Weekly pay:**

Pay Period Start Date														Sum
Wages														

Add the sum of wages and divide by 12 \_\_\_\_\_ = (B) Normal Weekly Wage

**Bi-weekly pay:**

Pay Period Start Date							Sum
Wages							

Add the sum of wages and divide by 12 \_\_\_\_\_ = (B) Normal Weekly Wage

**Semi-Monthly pay:**

Pay Period Start Date							Sum
Wages							

Add the sum of wages and divide by 13 \_\_\_\_\_ = (B) Normal Weekly Wage

**Step Three:** Is the current normal gross weekly wage greater than \$2,700 (2024 Maximum PPLO Benefit Amount)?

If yes, then use \$2,700 for “B” in the calculation below.

If no, then use “B” from above

**Step Four:** Determine the Supplemental Compensation by subtracting A from B.

$B - A = C$  \_\_\_\_\_ Weekly Supplemental Compensation

**Step Five:** If you need to pay Supplemental Compensation daily, divide the weekly amount from Step Four by 5 days. \_\_\_\_\_  $C/5 =$  Daily Supplemental Compensation amount.

**Step Six:** If you need to pay Supplemental Compensation hourly, divide the daily amount from Step Five by 8 hours. \_\_\_\_\_  $Daily/8 =$  Hourly Supplemental Compensation Amount.