MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

TRAINING SERVICES DIVISION

OFFICE OF HUMAN RESOURCES

WORK STUDY/RELEASE PROGRAM OBLIGATED SERVICE FORMULA

FORMULA

HOURS

A. Work Study/Release Hours = _____
B. Number of Weeks Covered = _____
C. A x B = _____
D. C x Conversion Amount = _____ Hours of Obligated Service repayment required for this Semester/Course

CASH: Based on the information that the Training Services Division provides, the DHMH Accounting Department will determine and collect the required cash repayment amount.

TIMEKEEPING CONVERSION CHART AND FORMULA

- Up to 10 hours per week of work study time per week of work study time = hour per hour payback
- Any work study time 11 hours through 20 hours per week = 1.5 times per hour payback
- Any work study time 21 hours through 40 hours per week = 3 times per hour payback
- **NOTE: DO NOT INCLUDE STATE HOLIDAYS OR RELEASE DAYS. All holidays and release days are to be coded accordingly. Do not use code 79**