RECORDING INSTRUCTIONS FOR WORKER’S COMPENSATION ABSENCES

Note: Absences must be prescribed by a doctor’s written order to be recorded as Workers Comp Leave.

- The automated leave system will do the job of allocating the Workers Comp absence hours into the 1/3 – 2/3 split that the departments were required to do in the past.

- For the day of the injury, do not record any absence in the leave reporting system.

- For the next three (3) days of injury absence, use leave code “WCM3”. This code is used for each separate injury incident.

- For all subsequent days of injury absence, use leave code “WCMP”.

- Should a doctor prescribe a return to work for only part of a day, the partial day absence should be recorded using one of the Workers Comp leave codes.

- Should both Sick and Vacation leave balances become completely depleted, a Leave without Pay (LWOP) PAR should be prepared. The remarks section should explain that the LWOP is “with benefits” unless otherwise specified.

- For technical questions regarding Worker’s Compensation, contact the Safety Office at ext. 8004.