

# Workers' Compensation Leave Administration Chart

Pay Code (Leave Type)	When to use:	When <u>not</u> to use:	Who Approves:
<b>Admin Leave-Temp Disability*</b>	<p>From the time an employee first reports a work injury/illness and is off work, until a determination is made by Claims Service as to whether the claim is compensable and accepted, or denied.</p> <p>Claims Service has 14 business days to determine compensability.</p>	<p>Do not use <b>Admin Leave-Temp Disability*</b> after claim is accepted or denied.</p> <ul style="list-style-type: none"> <li>• If accepted, use <b>Disability Leave-Workers' Comp*</b></li> <li>• If denied, use employee's own leave*</li> </ul> <p>After Claims Services makes the determination, Supervisor/Payroll will complete a Timecard Correction to change previous pay period's use of <b>Admin Leave – Temp Disability*</b> to the appropriate leave type.</p>	First-line supervisor
<b>Disability Leave-Workers' Comp*</b>	<p>Should be used once the claim has been accepted from the Claims Service.</p> <p>For continued lost time from work for a "serious health condition" with prior approval from Claim Service until the employee has returned to work.</p> <p>If serious health condition is sporadic, use will be authorized by Claim Service, if appropriate, retroactively.</p>	<p>Do not use <b>Disability Leave-Workers' Comp*</b> if claim is denied or <u>not</u> accepted, the employee must use their own leave. (Employee's Own Leave*, if applicable, is appropriate for a denied claim.)</p> <p>Do not use <b>Disability Leave-Workers' Comp*</b> if after the employee has returned to work, the employee has any absences which they believe are related to their work injury/illness, use of this code will be authorized by Claim Service, if appropriate, retroactively.</p> <p>Do not use <b>Disability Leave-Workers' Comp*</b> for doctor or physical therapy appointments related to a work injury/illness.</p>	Only the Claims Service can authorize the use of <b>Disability Leave – Workers' Comp*</b>

**NOTE:** Any of the above Pay Codes with an asterisk can be used with a corresponding FMLA code, if applicable. FMLA qualifying events can only be authorized by OHR Occupational Medical Services (OHR/OMS).

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Pay Code (Leave Type)	When to use:	When <u>not</u> to use:	Who Approves:
<p><b><i>Admin Leave-Other*</i></b></p> <p><u>Reason Code:</u> IMEAUTH</p>	<p>For Independent Medical Examinations (IME) scheduled by the Claims Service.</p> <p>Use of <b><i>Admin Leave-Other*</i></b> requires the use of a Reason Code.</p> <p>Be sure to verify the date and time of the appointment with the Claims Service Professional assigned to the claim. Claims Service will verify the number of leave hours to approve, given travel and exam time.</p>	<p>Do not use <b><i>Admin Leave-Other*</i></b> for lost time from work after claim is accepted or denied.</p> <p>Do not use <b><i>Admin Leave-Other*</i></b> without the Reason Code.</p>	<p>First-line supervisor</p>
<p>Employee's Own Leave or Leave Without Pay (LWOP)*</p>	<p>For doctor or physical therapy appointments related to a work injury/illness.</p> <p>After an employee has returned to work (light or full duty), any absences which they believe may be related to their work injury/illness (Claims Service will retroactively approve Disability Leave – Workers' Comp*, if appropriate, in these instances)</p> <p>Lost time from work due to medical reasons that are not from a denied claim, and are not accepted as work injury/illness.</p>	<p>Do not use employee's own leave for an accepted work injury/illness claim.</p>	<p>First-line supervisor</p>

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