

# **Workers Compensation Leave**

Effective: July 1, 1998

**UDOT 05-75**

Revised: December 17, 2013

## **Purpose**

To provide the means in which a Utah Department of Transportation (Department) employee who is injured on the job may receive full pay while on Workers' Compensation Leave.

## **Policy**

It is the policy of the Department to supplement worker's compensation benefits by allowing employees to use their sick, annual, compensatory, excess and converted sick time.

## **Background**

This policy has been developed in compliance with the Department of Human Resource Rules.

## **Definitions**

RDS/R Manager – Region/District Safety/Risk Manager

Claims Specialist – Representative of the Department Risk Management Section acts as the RDS/R Manager for the Complex.

Return To Work Team (RWT) – May include RDS/R Manager, Region Administrative Coordinator, employee's immediate supervisor, and others as necessary. The RWT for the Complex will include the Claims Specialist, Human Resources, employee's immediate supervisor, and others as necessary.

## **Procedures**

### **Workers Compensation Leave**

**UDOT 05-75.1**

**Responsibility:** Employee

#### **Actions**

1. Immediately notify Supervisor of injury.

**Responsibility:** Supervisor and Employee

2. Immediately notify RDS/R Manager of injury.
3. Completely fill out the Employer's First Report of Injury or Illness (form 122). Forward the form 122 to the RDS/R Manager.

**Responsibility:** RDS/R Manager

4. Receive and review completed form 122 from supervisor and employee. Transcribe information from the submitted form 122 to the electronic format and submits to the Workers' Compensation Fund of Utah. Sends copy of form 122 to the employee, Claims Specialist, Region Administrative Coordinator (if applicable) and Comptroller - Payroll Coordinator. Workers' Compensation Fund of Utah forwards form 122 to the Labor Commission.

**Responsibility:** Region Administrative Coordinator or Claims Specialist for the Complex

5. Notify local payroll of the employee's industrial leave.

**Responsibility:** Comptroller – Payroll Coordinator

6. Notify employee of options in writing when first check is received in the Comptroller's Office. The employee will be given the option to use their accrued leave benefits to supplement the Workers' Compensation check. The employee will need to refund to the Department any accrued leave paid if the employee's first benefit check and accrued leave paid exceeds their normal gross salary. This leave will be reinstated to the employee's leave balances.

**Responsibility:** Employee

7. Obtain a release to return to work from the physician or preferred provider.
8. Give the release to the immediate supervisor before starting the first work day if the employee's release indicates no work restrictions.
9. Obtain approval from the RWT Team as per policy and procedure 06E-3 if the employee's release indicates work restrictions.

**Responsibility:** Supervisor

10. Notify the RDS/R Manager (Claims Specialist for the Complex) and the Region Administrative Coordinator (if applicable) when the employee has been released to return to work. Send copies of the release to the RDS/R Manager immediately.

**Responsibility:** Region Administrative Coordinator (Claims Specialist for the Complex)

11. Notify Comptroller's Office and local payroll of the employee's return to work.

**Responsibility:** Comptroller – Payroll Coordinator

12. Authorize full retirement credit to be paid for injured employee.