



Workers' Compensation Pay / Leave Information Sheet

I have read the information below regarding my salary while absent due to my work-related injury. I understand that after being out for more than 7 calendar days (40 hours), the Florida Division of Risk Management will pay me at a rate of two-thirds pay (5.25 hours) per day of an 8-hour day. I understand that my absence due to this injury may count toward my Family Medical Leave Act (FMLA)entitlement.

I request that my accrued Time Off be used to supplement my Workers' Compensation wages as follows. I authorize the University to use 2.75 hours of Time Off each day I am absent. I understand that my Time Off will be used in this order: Sick Time Off, Compensatory Time Off, and Annual Time Off. I also understand that if I do not want my Time Off deducted in this manner, I must provide a written request to my supervisor. If I do not have enough Time Off to cover my insurance premiums, I must make arrangement to pay these premiums with Human Resources by calling 407-823-2771.

I do not wish to supplement my Workers' Compensation wages with my accrued Time Off when absent due to my work-related injury. I understand that I must arrange with Human Resources to pay my insurance premiums by personal check or money order while on an Unpaid Leave of Absence.

Employee Signature

Date

Print Name

Employee ID

Supervisor Signature

Date

Print Name

Extension

Workers' Compensation Leave, Timesheets, and Payroll Certification

Should a USPS, A&P or Faculty employee lose time from work, the first seven (7) days or forty (40) intermittent hours should be charged to Worker's Comp-Disability on the timecard. This benefit is paid by the university and should not be charged to their accrued Time Off. If the employee returns to work within the first seven (7) calendar days and has not used the entire forty (40) Worker's Comp-Disability hours immediately following the date of the accident, they may use Worker's Comp-Disability on the date of the accident and may use the remaining hours intermittently for doctor visits, physical therapy, etc. Once the intermittent Worker's Comp-Disability hours are exhausted, employees must use their accrued Time Off for doctor visits, physical therapy, etc. Worker's Comp-Disability hours are submitted by the Leave Specialist.

If the employee is unable to return to work within the first seven (7) calendar days following the date of the accident, they shall be eligible for the full forty (40) hours of Worker's Comp-Disability; however, they may not use this benefit on the date of the accident. Beginning on the eighth day of disability or after the employee has used 40 hours of Worker's Comp-Disability, the employee will be paid by the Florida Division of Risk Management two-thirds (2/3) of his/her salary under workers' compensation (WC). WC pays 5.25 hours per day for an 8-hour day. **The employee is eligible to supplement their WC wages with 2.75 hours of Sick Time Off, Annual Time Off, or accrued Compensation Time Off each day.**

WC hours are not calculated in the "total hours paid at base rate," as those hours are not certified for UCF wages. Only Time Off hours, Worker's Comp-Disability hours, accrued Compensation Time Off, and actual hours worked should be certified when an employee is out on Workers' Compensation. Employees continue to accrue Annual and Sick Time Off at their regular rate.

Those employed as student assistants, Other Personal Services (OPS), or as adjuncts are not eligible for Worker's Comp-Disability hours. Workers' compensation payments will begin on the eighth day of disability at a rate of two-thirds (2/3) salary. After twenty-one (21) consecutive days of authorized absence from work, the employee will be paid retroactively for the first seven days of disability.

The Supervisor must forward a copy of this document to Human Resources.