

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 entitlement.

- I request that my accrued leave be used to supplement my workers' compensation wages as follows. I authorize the University to use 2.75 hours of leave each day that I'm absent. I understand that my leave will be used in this order, accrued sick leave, compensatory leave, and annual leave. I also understand that if I don't want my leave deducted in this manner I must provide a written request to my supervisor. If I don't have enough leave 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 by using my accrued leave while absent due to my work related injury. I understand that I must make arrangements with Human Resources to pay my insurance premiums by personal check or money order while on leave without pay.

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 disability with pay (DIS) on the time card. DIS is paid by the university and should not be charged to the employee's accrued leave. If the employee returns to work within the first seven (7) calendar days and has not used the entire forty (40) DIS hours immediately following the date of the accident, s/he may use DIS on the date of the accident and may use the remaining DIS hours intermittently for doctor visits, physical therapy, etc. Once the intermittent DIS hours are exhausted, the employee must use his/her accrued leave for doctor visits, physical therapy, etc.

If the employee is unable to return to work within the first seven (7) calendar days following the date of the accident, s/he shall be eligible for the full forty (40) hours of DIS; however, s/he may not use DIS on the date of the accident. Beginning on the eighth day of disability or after the employee has used 40 hours of disability leave, 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 of an 8-hour day. **The employee is eligible to supplement his/her WC wages with 2.75 hours of sick leave, annual leave, or accrued compensation time each day.**

WC hours are not calculated in the "total hours paid at base rate," i.e., those hours are not certified for UCF wages. Only personal leave, disability with pay (DIS), accrued compensation leave, and actual hours worked should be certified when an employee is out on workers' compensation. The employee will continue to accrue annual and sick leave at the full rate.

Those employed as student assistants, Other Personal Services (OPS), or as adjuncts are not eligible for disability with pay leave. 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.