

HOW DO I CODE MY EMPLOYEES TIMESHEET?

Benefits to cover absences differ based on whether the employee suffered a traumatic injury or an occupational disease.

Traumatic Injury

Continuation of Pay begins the second day of the injury or the first day of lost time after the date of injury. The balance of hours missed on the first day of the injury are charged to admin time.

Continuation of Pay: Your employee may be eligible for continuation of pay (COP) (code **LT**) if:

1. The employee suffered a traumatic injury and filed form CA-1 within 30 days from the date of injury.
2. The employee has provided you with valid medical documentation to show that he cannot work in any capacity due to the work related injury within 10 days of the injury.
3. The absences from the injury began within 45 days from the date of injury.
4. COP is only given for a total of 45 calendar days. If you have an employee who works Tuesday through Saturday, you would still count Sunday and Monday even if it this would have been their regular days off. This also includes holidays.

The first day of traumatic injury is recorded using type labor code **LU**. You will be prompted to enter the month and date the injury occurred. After the first day, the traumatic injury must be recorded using type labor code **LT**.

Controversion of COP: There are only nine reasons why COP can be withheld.

1. The disability is caused from an occupational disease rather than a traumatic injury.
2. The employee is not a U.S. citizen.
3. The injury occurred off government premises and the employee was not involved in official "off premise" activities.
4. The injury was caused by the employee's willful misconduct.
5. The injury was not reported on CA-1 within 30 days following the injury.
6. Work stoppage first occurred 45 days or more after the injury.
7. The employee initially reported the injury after his/her employment was terminated.
8. The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Program, or other similar group.
9. The employee is a volunteer working without pay or for nominal pay.

Note: If you employee is eligible for COP, but his claim is later denied, the Department of Labor will direct us to recoup the COP and change the COP absences to leave or leave without pay (LWOP).

After the COP Expires: If the employee was eligible for COP, but is absent beyond the 45 day limit, the employee has two options:

1. The employee can use their own sick or annual leave to continue uninterrupted pay. An employee who elects to use their own leave can later repurchase the leave.
2. Elect to go Leave Without Pay in writing. (code **KD**), and submit form CA-7 to request wage loss payments from the Department of Labor (DOL). Form CA-7 alerts DOL that the employee is not receiving any income and initiates wage loss pay. Form CA-7 is used to claim absences of two week intervals. If the absences continue beyond the period claimed on form CA-7. It is the employees responsibility to submit medical documentation to support the ongoing absence from the work-related injury.

Occupational Disease:

COP **is not** a benefit for occupational disease. If the employee cannot work due to the claimed condition, he/she has two options:

1. Use his own sick or annual leave to continue uninterrupted pay.
2. Elect to go on Leave Without Pay (code **KD**) and submit forms CA-7 to request wage loss benefits from the Department of Labor. The employee again is responsible for submitting medical documentation to demonstrate the absences are related to the claimed work condition. Because occupational disease claims take longer to adjudicate, it can take several weeks to several months before the employee can expect to receive pay from DOL.

Recurrence

In many cases, an employee will return to work without using all 45 days of entitlement to COP. Should such an employee suffer a recurrence of disability he/she may use COP if **no more the 45 days** have elapsed since the date of first return to work, including part-time work and light duty, following the first work stoppage.

If the recurrence begins later than 90 days after the first return to work date, the employee can elect to use annual leave, sick leave or go LWOP and complete a form CA-7.

Note: It is very important to keep up communication lines with your employee. Send form CA-17 with the employee to his/her doctor appointment to keep updated on the employees injury status.

Leave Buy Back

When your employee elects to use their own leave they are paid at 100 percent of their usual wage rate. If they would have elected LWOP and went on compensation pay they would have received a percentage of their pay. If employee has no dependents they receive 66 2/3%, employee with dependents receives 75%. When an employee elects to repurchase leave the employee will generally owe the agency money for the repurchase. DOL will pay the compensation percentage and the employee will have to pay their portion. Forms CA-7, CA-7a and CA-7b are used to repurchase leave.

Example: Your employee has a dependent, he has elected to use his own leave because he can not be without a check for any period of time. He will be paid 100% of his wage (694.80 for a 40 hour week). He would like to buy back 325 hours of sick leave used. His total pay by using the sick leave totaled \$5,645.25. If he would have elected compensation pay, he would have only received 75% of his wages, which would have totaled \$4,233.94 for the 325 hours. In order to buy back his total leave of 325 hours he would owe the agency approximately \$1,411.31 to repurchase the 325 hours of sick leave. Once the Department of Labor and employees portion has been paid employee's leave will be restored. A time adjustment will be completed charging leave without pay for the period of leave buy back. Since this employee would have not accrued leave if in a non-pay status for more than 80 hours he would lose 4 sets of accruals.