

UC Davis Personnel Policies for Staff Members

Leaves

Section 2.210.III.D, Work-Incurred Illness and Injury (PPSM 44)

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Responsible Department: Human Resources

Source Document: UC PPSM 2.210.III.D.9

2.210.III.D.9. GENERAL

Note 1--Workers' Compensation Claims. UCD Policy & Procedure Manual Section 370-20 and UCDHS Hospital Policies & Procedures Manual Section 2942 describe how to obtain medical treatment and report a claim.

Note 2--Modified Duty (Campus)/Transitional Return to Work (UCDHS). A department must try to provide modified duty (Campus)/Transitional Return to work (UCDHS) for an employee who is temporarily unable to perform his or her regular duties. The modified duty/transitional return to work program is described in the policies listed in Note 1 above.

Note 3--Notice and Designation. If an employee is absent due to a work-incurred disability, and is eligible for family and medical leave, the department shall give notice and designate the leave. See Policy 2.210.III.D.4.

2.210.III.D.9.a. USE OF ACCRUED SICK LEAVE AND VACATION

Note 1--Day of Injury. If the employee works any part of the day the disability begins, the hours not worked on that day are treated as administrative leave with pay.

Note 2--Supplemental Benefits Options. An employee who receives Workers' Compensation payments may also choose to use accrued leave, so that the sum of the two equals full salary. There are three options:

- Option 1--Use sick and vacation leave.
- Option 2--Use sick leave only.
- Option 3--Do not use any accrued leave.

Under Option 3, the employee receives temporary disability payments but no University pay. Under Option 3, the employee is not eligible for extended sick leave (Policy 2.210.III.D.9.b).

The Workers' Compensation unit will advise the department on how to fill out leave forms and timecards and what sick leave and vacation hours to enter for each pay period.

Note 3--Medical Treatment After the Day of Injury. The employee receives administrative leave with pay if the treatment occurs at a University Employee Health facility, or in cases where the University Employee Health facility is unable to provide treatment and the employee seeks treatment at the designated alternative site. If the treatment occurs elsewhere, accrued leave or leave without pay must be used.

2.210.III.D.9.b. EXTENDED SICK LEAVE

Note 1. An employee shall not use extended sick leave beyond a predetermined date of separation.

Note2. An employee who is receiving temporary disability payments shall not be placed on leave without pay unless he or she has exhausted extended sick leave (Policy2.210.III.D.9.b) or has chosen Option 3 (2.210.III.D.9.a, Note 2).