

## UC Davis Personnel Policies for Staff Members

### Leaves

#### Section 44, Work-Incurred Illness and Injury

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#### 44.A. 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.** A department must try to provide modified duty for an employee who is temporarily unable to perform his or her regular duties. The modified duty program is described in the policies listed in Note 1 above.

#### 44.B. 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 Workers' Compensation payments but no University pay. Under Option 3, the employee is not eligible for extended sick leave (Policy 44.C).

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 facility. If the treatment occurs elsewhere, accrued leave or leave without pay must be used.

#### 44.C. EXTENDED SICK LEAVE

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

#### 44.D. LEAVE WITHOUT PAY

**Note 1.** 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 (Policy 44.C) or has chosen Option 3 (44.B, Note 2).

#### 44.E. FAMILY AND MEDICAL LEAVE

**Note 1--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 43.C.