

WORK STATUS CODING:



- Day of the Accident:
 - No leave should be reported on the day of the injury. The time missed to go to an authorized physician on the day of the accident does NOT count against the employee.

- Temporary Light Duty or Work Restrictions:
 - The department, school or facility should try to accommodate the work restrictions assigned by the authorized treating physician. If they are not able to accommodate they must notify the assigned adjuster immediately.

- No Work Status:
 - If an employee is placed in a no work status, a leave form along with a note from the authorized treating physician must be submitted to payroll, ECSD Workers' Compensation, and HR immediately. Please be sure to keep a copy of the physician's note and the leave form for your records.

- Workers' Compensation Leave with Pay: You must contact the assigned adjuster for approval prior to submitting – **Volunteers, Subs and Temporary employees are NOT eligible for this leave.**
 - Work Comp with Pay (formally Code 710) is ten (10) days paid by the school district, this code is for permanent employees only. The employee must have a note from the authorized treating physician to cover the period of time missed. This leave can also be used if the injured employee's authorized physician places them in a no work status, light duty restrictions that cannot be accommodated or for medical appointments. When using this leave for appointments, the employee must provide documentation for the appointment time and dismissal to be turned in with their leave form.
 - After Work Comp with Pay has been exhausted, if the employee is still in a no work status, or is later placed in a no work status (with a note from their authorized physician) their leave should be entered as Work Comp without Pay.

- Workers' Compensation Leave without Pay: You must contact the assigned adjuster for approval prior to submitting.
 - Work Comp without Pay from district. The injured employee's wages may be paid through ECSD Workers' Compensation Department.
 - After Work Comp with Pay has been exhausted, and the injured employee is still in a no work status or is put in a no work status later, their wages may be paid through the District's Workers' Compensation Department. The employee's compensation rate will be based on 66⅔% of their average weekly wage. If requested, the employee may use available sick leave or vacation hours to make up the difference between their pay from Workers' Compensation and their normal pay from the school district.
 - The employee may use available sick leave or vacation hours for medical appointments after Work Comp with Pay has been exhausted in place of Work Comp without Pay.

PLEASE NOTE: The documentation you send to Payroll or HR related to a Workers' Compensation injury is **NOT** forwarded to the Workers' Compensation Department. All forms or documentation relating to a work injury should also be sent to the Workers' Compensation Department via email or fax.