

WORKERS' COMPENSATION, SICK LEAVE AND SHORT-TERM DISABILITY, PAID FAMILY LEAVE, AND FAMILY MEDICAL LEAVE ACT (FMLA)

Workers' Compensation

The code used to report a Workers' Compensation absence is WCR and will be entered by the Leave Administration team. The department supervisor or administrator should report any work-related incident online at www.rochester.edu/working/hr/leave.

Workers' Compensation payments come directly from the third-party administrator. Any supplemental time requested will be paid through University payroll. The period of disability must be authorized by the third-party administrator before supplemental time can be used. Leave Administration will replace the employee's own time with supplemental time if it is available. Vacation can be used to supplement disability at the request of the employee, and vacation time must be entered by the Timekeeper.

Vacation and sick time are not accrued while a staff member is out on a work-related injury or illness. Banks stop accruing in the first full pay period the employee is out on leave and resume accruing during the first pay period the staff member returns to work, regardless of when in the pay period they return.

Holiday — If a person is out of work on a holiday, they will not receive holiday pay, but they will receive Workers' Compensation benefits, so the WCR code will be entered by Leave Administration.

An employee on Workers' Compensation may also be eligible for Family Medical Leave concurrent to the Workers' Compensation leave due to the employee's own "serious health condition." In these cases the FML code should be entered on a separate line in addition to the Workers' Compensation code. The FML code should be entered by the Timekeeper. Any question as to the employee's eligibility for Family Medical Leave can be directed to the FMLA Coordinator at x5- 5250.

After an employee returns to work, please notify Human Resources via the Leave Administration website at www.rochester.edu/working/hr/leave so their status can be reactivated.

When an employee has been released to come back to work on a restricted schedule, the Workers' Compensation hours should continue to be reported using the WCR code. For an approved intermittent Workers' Compensation claim, the WCR code will be entered for the time the employee was not at work. For example:

- a. A staff member who regularly works 8 hours a day, 5 days a week returns with restrictions of working 4 hours a day, 5 days a week. The employee would report work time for actual hours worked and then Leave Administration would report WCR for 4 hours each day.
- b. A staff member who regularly works 8 hours a day, 5 days a week returns with restrictions of working 8 hours a day, 3 days a week. The employee would report work time for actual hours worked and Leave Administration would then report WCR for 8 hours for the 2 days that they did not work.

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- c. The FML code should be entered by the Timekeeper wherever the WCR code is used, if eligible.