I. Employee injury occurs
   A. Employee is injured at work.
   B. Manager completes an incident report.
   C. Employee should be sent to Occupational Health Center.
   D. If questionable about being work-related, employee is placed on Disability until ruling completed.

II. Employee's use of paid leave
   A. The employee's "Day of Injury" should be recorded in Kronos using the Administrative Leave With Pay pay code.
   B. Then there is a three day waiting period, if regularly scheduled, the employee uses sick time.
   C. If the employee is still out of the office on the 4th day, then Worker's Compensation will kick in and part of each day will be paid by the insurance and part by use of employee's accrued leave.
   D. The employee is required to use their sick time during this period, and can also elect to use their vacation and compensatory time.
   E. If the employee is out of the office longer than 14 days, there will be a credit back to them of some of their sick time used during their three day waiting period.

III. Recording time in Kronos
   A. Sick time is required to be used first.
   B. The three day waiting period is entered as Workers Compensation-Sick.
   C. Once the insurance company starts paying Workers' Compensation Benefits, part of each day away from work is paid by the insurance company and part is paid by the employee's accruals. These calculations are sent to the department by the Campus Worker's Compensation unit.
   D. For each pay period specified by the Campus Worker's Compensation unit, enter the hours of sick used as Workers Compensation-Sick.
   E. Enter the employee's remaining time as Workers Comp for the indicated pay period(s).
   F. If the employee uses all of accrued sick leave, they can elect to use Vacation time and/or Compensatory time.
   G. For each pay period specified by the Campus Worker's Compensation unit, enter the hours of vacation used as Workers Comp-Vacation and compensatory time as Workers Comp-Comp Time Taken.
   H. Once the employee has exhausted paid leave, they are placed on Extended Sick Leave for up to six months. They are paid 80% Extended Sick Leave and 20% Leave no Salary. Enter Workers Comp-Extended Sick and Workers Comp-LNS in Kronos. Input PPS transactions to reflect these changes specified by the Campus Worker's Compensation unit.
   I. During Extended Sick Leave, the money received from the insurance company in step C will be deducted from the employee's pay checks.