

UNIVERSITY OF MINNESOTA DULUTH

DOCTOR APPROVED LOST TIME DAYS AND ATTENDANCE AT MEDICAL APPOINTMENTS WORKERS' COMPENSATION

TIME AWAY FROM WORK

- Three-day waiting period for workers' compensation. The first three lost time days are not paid by workers' comp. even if claim is accepted by Sedgwick Claims Management Services, Inc. (Sedgwick). The waiting period is three calendar days, not working days. If someone is gone Friday, Saturday, and Sunday, and returns on Monday, no compensation is due. If that person returns on Tuesday, one day is due. If that person is off Wednesday, Thursday, and Friday, and the return to work date is Monday, no compensation is due, because weekends are not counted for pay just for the waiting period.
- Days off work must be doctor-approved. Fourth and any subsequent days or retroactive to first day if ten or more days will be paid by Sedgwick if claim is approved.
- Department pays employee for time spent at doctor office if s/he sees a doctor on the date of injury. Suggestion: Develop a departmental policy instituting a two-hour limit for attendance at these medical appointments, so employee is not gone all or most of the day.
- After the initial medical appointment on the day of the injury, the employee can use sick time to attend additional medical appointments. The employee is instructed to keep track of his/her time away from work to see if it exceeds the three-day minimum rule. Once an employee has met this rule, a request for reimbursement may be submitted to Sedgwick. Employee will need to show that there were no available medical appointments before work or after work.
- If lost time (doctor approved days off and/or time away from work for attendance at medical appointments) is paid by workers' comp., this sets up an overpayment situation. University Payroll will seek reimbursement from you for the amount of sick time used. It is recommended an employee hang on to his/her check from Sedgwick to pay back the University for the overpayment. Sick time should then be reinstated.
- Sedgwick may not pay for any or all lost time submitted. In that case, the sick time used will remain on employee's record.

EMPLOYEE BIWEEKLY PAYROLL TIME SHEET

- Use sick time for all time missed from work due to a work-related injury. If sick time is not available, use vacation time accumulated, and if vacation is not available, the time away should be noted on the time sheet as time without pay.
- Departments will need to effectuate a paid leave of absence in PeopleSoft if an employee is away ten or more days due to a work-related incident.

WORK COMP. TIME LOSS REPORT

- Obtain from UMD HR Workers' Compensation website:
<http://www.d.umn.edu/umdhr/WorkComp/timeloss.pdf>
- Supervisor completes report biweekly for all time employee misses from work due to work-related injury. Note any time away for medical appointments.
- Supervisor signs and dates the report.
- Supervisor forwards report to Cathy Rackliffe, UMD HR, 255 Darland Administration Building.
- Supervisor should copy the Departmental/Unit Payroll Coordinator with report, so that s/he can track the time paid or without pay.