This job aid reviews theWorkers’ Compensation process

- Workers’ Comp Leave
- P28 Benefit Election Questionnaire
- Use of Personal Time Off to Attend Physician Appointments
When an employee is off work due to a work-related injury UHR will place the employee on Workers’ Comp Leave

Once placed on Workers’ Comp Leave the employee receives an Inbox item to complete the P28 Benefit Election Questionnaire.

1. Review the 2 choices (to supplement or receive only workers’ comp benefits) and complete the questionnaire with your selection

*If the employee does not complete the questionnaire within 3 business days UHR will mail a copy to their home address on file
Once the questionnaire has been completed UHR will enter Time Offs for the worker based on the questionnaire responses

- If the employee chooses to supplement their accrued time off UHR will enter applicable time offs for each day of Workers’ Comp Leave
  - The time offs will initially be entered as full work days so that Payroll and time off accruals are not impacted. (Payroll will reduce the check by the applicable amount based on workers’ comp benefits paid.)

- UHR will calculate an employee’s adjusted usage rate (AUR) for time offs and make a correction to the time off used each day based on workers’ comp benefits paid

*Per the 3-day waiting period, lost time benefits begin on the 4th calendar day of disability following the injury. (The actual date of injury is not counted as part of the 3-day waiting period.) Iowa law requires the employee to take personal time off the first three days. However, if the time off exceeds 14 calendar days, the first 3 days of workers’ comp benefits will then be paid.
• If the employee chooses not to supplement their accrued time off UHR will place the employee on Leave without Pay.

• **Note:** The employee will receive a workers’ compensation check from Sedgwick Claims Management Services

UHR returns an employee from Workers’ Comp Leave when applicable. The Workers’ Comp Leave will show on the absence calendar during the leave.
Use of Personal Time Off to Attend Physician Appointments

If an injured employee has not satisfied the 3-day waiting period they must use accrued time offs for any time missed to attend workers’ comp appointments. When an employee has missed a total of 24 hours of work due to appointments (met the 3-day waiting period) the employee is then paid by ISU as if they were working and time off is not charged.

The 24 hour period will be tracked in Workday:

a. When entering a time off (sick, vacation, compensatory, unpaid), select “Workers Comp Doctor’s Appointment” as the Reason

UHR will run a report on a weekly basis and will notify an employee and their manager once the 24 hours has been met (personal time off will no longer be charged to attend appointments due to that work injury)