

# **PER-23 LOA Reinstatement Checklist Workers Compensation**

## **Purpose**

The purpose of this job aid is to provide a checklist of things to be done when an employee returns to work after being out on workers' compensation.

Items to be Completed for Employees:

- View IT0000. Ensure that EE is not already on an LOA.
- View EE's eligibility for any requested leave.
- Check CATS\_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
- If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
- Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
- Most EEs are initially put on the WC 7-Day Waiting Period, [refer to OSHR](#). These are counted as calendar days. The medical report will determine what Action will follow. If the 7 days are not consecutive, then multiple actions will need to occur (i.e. WC – 7 Day, Reinstatement, WC – 7 Day, WC w/ Supplement). If the employee is out a partial day with lost wages, that is counted as one whole day. Doctor appointments do not count – only days with lost wages.
- On the PCR and Action, use the date following the incident as the beginning date.
- Make sure that you enter notes both on the PCR and on the Action.
- Do NOT enter “Last Day Worked” on Employee Action Request (PCR).

- On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.
- All EEs should be offered the WC w/Supplement if they have sufficient leave to cover the hours. This consists of two hours of leave per week, based on the amount of leave the employee had at the time of injury. Communicate with the Leave Administrator as to who will manually enter the two hours of sick leave every week for the supplemental pay.

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