

Manager/Supervisor Responsibilities & Instructions

- Review the “[injured worker rights and responsibilities](#)” form with the injured worker.
 - Make sure they sign the document.
 - Maintain a copy for file.
 - Send a copy to: _____.

- Complete the workplace “incident/accident” form. Conduct an analysis as quickly as possible and correct any hazards found, or engage your Safety Manager and/or safety committee with this process.
 - Send the safety committee a copy with injured worker’s information removed.
 - Send a copy to: _____.

- If the worker is not going to seek medical treatment, **stop here.**

- If the injured worker has or will be seeking medical treatment, then; have the injured worker complete the “employee” section of the Workers’ Compensation Claim, [form 801](#). Work with Safety/Workers Compensation or HR resources to complete the remainder of the form. Make sure the form is completed and submitted to SAIF Corporation within 5 calendar days of the accident/incident.

- Provide the injured worker with the “[Release to Return-to-Work](#)” form and remind them that their medical provider needs to complete the form following each medical visit. The worker needs to return it to you after each visit. (While a provider is not required to use the agency’s form, a descriptive work release in one form or another detailing the injured worker’s restrictions or full duty release is needed from the medical provider).

- Have the injured worker read the “[CBIW Notification Form](#)”, initial and sign where indicated.
 - Make sure the injured worker knows that they are still responsible to pay their portion of the insurance to maintain coverage.
 - Maintain a copy for file.
 - Send signed copy to HR to be retained by the benefits coordinator.
 - In some cases, an extension to the CBIW can occur under the Affordable Care Act. Direct your injured worker to contact your Payroll department for more information on their eligibility.

- Provide the injured worker a copy of Reemployment/Reinstatement [HR Policy 50.020.03](#)

- Have the injured worker read and complete the “[Designation of Leave](#)” form.
 - Send completed form to the payroll unit.
 - Maintain a copy for file.

- Payment of time loss

The injured worker may be compensated by SAIF Corporation for the days missed from their job when they have filed a workers’ compensation claim. The absence must be authorized in writing by their Physician in order for the injured worker to receive time loss payments. The first three (3) calendar days after leaving work are considered a “waiting period” and are not compensated unless the injured worker is authorized to be off work for 14 consecutive days or longer, or immediately hospitalized. Time loss compensation is paid directly by SAIF Corporation. If

reimbursement of the 3 day wait is determined by SAIF, it may not be immediately paid, but will be adjusted at claim closure. Time loss payments equal approximately 66 2/3 % (percent) of regular pay, up to the Oregon average weekly wage and are not taxable. The injured worker is NOT entitled to compensation from both agency payroll and SAIF time loss payments that would exceed their normal wages.

Use of Leave for on-the-job injury or illness

While awaiting a decision by SAIF Corporation, regarding compensability of a workers' compensation claim, an applicable collective bargaining agreement may determine which types of leave the injured worker is required to use. If receiving payment from SAIF Corporation, the injured worker must use leave without pay for anytime being paid by SAIF Corporation. They may elect to use accrued leave to supplement the SAIF Corporation payment. If the injured worker wishes to supplement the amount paid by SAIF Corporation with accrued leave code time as follows, for an 8 hour day: (Always consult with your payroll unit for proper coding of leave usage.)

Code	Hours
SLG/SL3, PB, VAG/VA3 or Comp (Any of the above can be used.)	2.66 hours
LOG/LO3	5.34 hours

For questions about coding, please contact the Payroll Unit at: _____.

Reporting absences in the payroll system

Absences which are related to your workers' compensation claim must be reported in the agency payroll system using the appropriate leave codes associated with a SAIF claim, do help designate workers' compensation leave with other absences. If no accrued leave is available, a request for a LEAVE OF ABSENCE must be submitted along with the doctor's statement authorizing the absence from work. The injured worker's injury may also qualify under FMLA. Contact your HR office to confirm determination of the injured worker's eligibility.

- Maintain contact weekly with the injured worker and your agency Safety/Workers Compensation or Human Resources. **Ensure that their contact information is/remains up-to-date in Workday.**

- If the injured worker is released to Modified/Transitional work**, find modified/transitional work for injured worker. (If you are unable to adapt the injured worker's current position to the medically documented restrictions, please notify Safety or Human Resources immediately.)