

PERSONNEL
TRAINING FOR
HR
PROFESSIONALS
IN THE
STATE
PERSONNEL
MANAGEMENT
SYSTEM

Understanding
Leave Events
Part II –
Accident Leave



Topics to be discussed:

- ❖ What is Accident Leave?
- ❖ When does Accident Leave apply?
- ❖ How to report an accident
- ❖ What is TTD?
- ❖ When to process a leave event in Workday (Paid or Unpaid)
- ❖ Key things to remember

What is Accident Leave?

- ❖ Leave Paid by the State of Maryland and approved by IWIF for any lost time from work as a result of an on-the-job injury; (paid through Central Payroll Bureau)
- ❖ It is paid at 2/3 of the employee's regular base salary (no OT)
- ❖ It is non-taxable income
- ❖ Limited to 6 months; may be extended 6 additional months if approved.
- ❖ Benefit deductions continue
- ❖ Leave continues to accrue

When does Accident Leave apply?

- ❖ In the event an employee has a **work related** injury, Accident Leave should be **granted pending** the determination by IWIF.
- Timekeeper should be advised to post Accident Leave on employee's timecard until a determination is received from *IWIF*.

Note: Accident Leave is NOT for personal accidents; must be during the actual performance of duties.

When does Accident Leave apply

- ❖ Employees' sick, personal or annual leave shall not be used for a work injury. It is the policy of the State to provide employees who suffer work-related injuries with accident leave to cover periods of absence from the job due to such injuries.
- ❖ **If** the injury is believed to be non-compensable, the employee may be placed on sick, annual, or other available leave prior to receipt of a determination by IWIF.
- ❖ If the claim is denied, corrections must be made to the employees timecard. Work with timekeeper, central payroll, etc., (process will be addressed later).

How to report a Work Injury

- ❖ Ensure employee, any witnesses, and supervisor, complete the IWIF forms. Forms can be found on www.ceiwc.com
- ❖ Report injury on-line asap; contact IWIF to establish an account for your agency if your does not have one.
- ❖ Maintain communication with ALL parties involved (IWIF, Supervisor, Timekeeper, Employee, etc.)

When to process an Accident Leave event in Workday?

- ❖ In the event the work injury claim is approved, the HRC must process a Accident Leave event in Workday.
- ❖ When approval is received, advise timekeeper to no longer code time card because the leave event will be processed. **Ensure that leave dates on time card and leave event do not overlap**
- ❖ Dates used must start with the date the approval was received from IWIF, and end with the approved end date. Note the actual injury date in the comments.

When to process an Accident Leave event in Workday?

Example – Injury date is 11/27/17; IWIF approval was received on 12/5/17 to cover first day of injury through 1/30/18. The event date would be 12/5/17 – 1/30/18. The timekeeper should not code the time card with accident leave after 12/4/2017.

11/27/17 – 12/4/17 should be captured in timecard.

When to process an Accident Leave event in Workday?

- ❖ Accident Leave should run concurrent with FMLA.
 - Unpaid FMLA Leave without Pay (Timesheet) must be used concurrently with IWIF approved accident claim.

Processing Accident, FMLA and TTD in Workday is explained in detail in the *Processing Accident Leave in Workday* presentation.

What is TTD?

- ❖ TTD Stands for “Temporary Total Disability”
- ❖ TTD is payable when the injured worker is temporarily totally disabled from work
- ❖ Employee is not paid by CPB when on TTD; therefore, employee should be placed on a “Unpaid > Temporary Total Disability (Unpaid)” LOA event.
- ❖ Leave adjustments must be made manually while employee is w/o pay in TTD status.
- ❖ Be sure to follow benefits process for employees on a leave without pay status.

Accident Leave – General information

- ❖ For additional information, refer to State Personnel and Pensions Article, Sections 9-701 through 9-705, Annotated Code of Maryland and COMAR 17.04.11.07; or, refer to your Agency's policies and procedures.
- ❖ State of Maryland Accident Leave [Policy](#)
- ❖ IWIF Website: www.ceiwc.com

Accident Leave – Key Things to Remember

- ❖ Always run leave reports (they help discover any discrepancies with leave usage)
- ❖ Be sure to review and follow the State Accident Leave Policy
- ❖ Accident leave should begin on first day of time lost due to work related injury
- ❖ Accident leave should be reported on time card until approval has been received from IWIF

Accident Leave – Key Things to Remember

- ❖ Approved Accident Leave requires a paid leave event in Workday, but only after IWIF approval has been received
- ❖ Dates of Accident Leave on time card should not overlap with dates of Leave of Absence event for Accident leave
- ❖ Approved TTD requires an unpaid LOA event.
- ❖ Events must be done timely to avoid disruption to employee benefits coverage.

QUESTIONS??????

