Quick Guide: Accident Leave

Accident Leave Process

IWIF Approved Accident Leave may be approved up to six months.

Note: *Accident leave may be granted for up to an additional 6 months if the employee is certified by a physician selected or accepted by the appointing authority; and no decision has been reached by the Workers' Compensation Commission on the employee's claim.*

The phases of the Accident Leave Process and how to record them in Workday:

- **Outside of Workday:** Employees must complete a 1st Report of Injury. Agency HR must file injury report electronically online.

- **While IWIF is Pending:** In the event an employee has a **work** injury, Accident Leave should be **granted pending** the determination by IWIF; this should be captured on ***timesheet***.

- **After IWIF Approves:** If IWIF approves Accident claim, then enter the Accident Leave as an LOA **event** in Workday using the date IWIF was approved as the First Day of Leave.

- **If IWIF Denies:** If IWIF denies the Accident claim, then work with timekeepers to make corrections.

- Accident Leave may run concurrent with unpaid FMLA *(unless using TCP).*

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

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Summary of IWIF in Workday

Timesheet Entry (*not Time Clock Plus(TCP)*) v.s Continuous LOA Event

	IWIF Pending	IWIF Approved
IWIF	Timesheet Entry	LOA Event
FMLA	None	Timesheet Entry

TCP: IF FMLA will not be entered on the timesheet then use IWIF Approved on the timesheet only

IWIF Approved & FMLA – Pending Approval

Using sample dates:

Injury Date: **12/13/2020**
IWIF Approved Claim on: 12/27/2020
Claim Approved Until: 2/1/2021
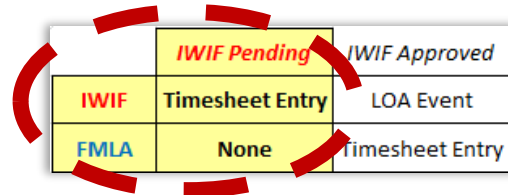
While IWIF is Pending Approval *(current pay period – if paid see corrections):*

- Use *IWIF Approved Accident Leave (Timesheet)* starting with 12/13/2020, date of injury, until notification from IWIF.

- Add "*Pending IWIF Approval*" in Comment field.

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit	Worktags	Comment
⊖	IWIF Approved Accident Leave (Timesheet)		08:00 AM	12:00 PM		4	Hours		Pending IWIF Approval
⊖	✕ IWIF Approved Accident Leave (Timesheet)		12:30 PM	04:30 PM		4	Hours		Pending IWIF Approval

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IWIF Approved & FMLA – Approval Received

Using sample dates:

Injury Date: **12/13/2020**
IWIF Approved Claim on: **12/27/2020**
Claim Approved Until: **2/1/2021**

	IWIF Pending	IWIF Approved
IWIF	Timesheet Entry	LOA Event
FMLA	None	Timesheet Entry
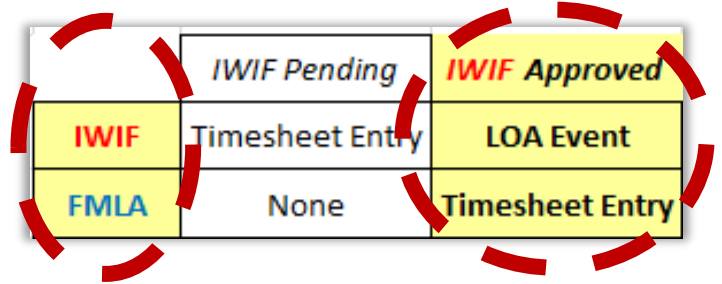
IWIF Approves the Claim and notifies HR (in this example on 12/27/2020) *(current pay period – if previous, start with current pp, <u>no retro LOA event</u>)*

➢ **HRC enters the IWIF Approved Accident leave event in Workday:**
 - First Day of Leave is <mark>12/27/2020</mark> *(Date IWIF Notified HR or beginning of current pay period)*
 - Estimated Last Day of Leave is <mark>2/1/2021</mark>
 - Use "*Paid > IWIF Approved Accident*"

 - <mark>**Stop** using the time off code on the timesheet</mark> (this will **NOT** be corrected).

 - HRC will enter **Accident LOA** in Workday.
 - **FMLA** is entered on the timesheet.

Place Worker on Leave

Sarah Jessica-T (T1000291)

Last Day of Work	12/26/2020
First Day of Leave *	12/27/2020
Estimated Last Day of Leave *	02/01/2021
Leave Type *	✕ Paid > IWIF Approved Accident

Concurrent FMLA with IWIF Approved Accident Leave:

 - Manager, Employee or Timekeeper will use *FMLA Leave Without Pay (Timesheet).*
 - In this example, *FMLA Leave Without Pay (Timesheet)* will be coded from <mark>12/27/2020</mark> to <mark>2/1/2021</mark>.

⌄ Wed, 12/27

1 item

	*Time Type	Time Off Reason	In	Out	Out Reason	Quantity	Unit
⊖	FMLA Leave Without Pay (Timesheet)		08:00 AM	04:00 PM		8	Hours

 - Once the employee is on a "Paid > IWIF Approved Accident" LOA, **<u>DO NOT</u>** use IWIF Approved Accident Leave (Timesheet) time off code.

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- **The LOA event will automatically pay the employee Accident pay.**

- Troubleshoot this by reviewing the employees *Time Off and Leave Request* tab

Processing Intermittent IWIF Approved Accident Leave

The employee's doctor may approve the employee to return to work, but may required additional treatments related to the IWIF Approved Accident claim.

1. Complete a <u>Return Worker from Leave</u> event to close the initial continuous IWIF LOA event.

2. Complete a *Paid > Intermittent Time Off Approval Range* LOA event in Workday.
   - ❖ Use *IWIF Approved Accident Leave (Timesheet)* time off code to capture the Accident pay.

Leave of Absence and Corresponding Time Off Codes

Leave Type Description	Leave Type	Intermittent/ Continuous	Benefit Subsidy Eligibility	Paid or Unpaid (Benefit Impact)	7 Day Increment Yes/No	Workday Instructions	Time Sheet Coding: Corresponding Time Off Codes when Date Range Has Been Entered by HR	Time Sheet Coding: Corresponding Time Off Codes when Date Range is NOT Entered by HR
Leave that is granted to an employee as a result of a work-related accident that is determined to be compensable by the Injured Worker's Insurance Fund or the Worker's Compensation Commission. Accident leave is compensated at 2/3 the employee's normal pay. An employee must use accident leave beginning on the first day of the disability and continuing until the day the employee is certified to return to work by a health care provider or 6 months from the day of the disability, whichever is earlier.	IWIF Approved Accident	Intermittent	Yes	Paid	No	Use: Paid>Intermittent Time Off Approval Range	Use: IWIF Approved Accident Leave	N/A

Extending IWIF Approved Accident Leave

IWIF Approved Accident Leave may be approved ***up to six months***.

1. Complete a <u>Return Worker from Leave</u> event to close the initial LOA event.

2. Complete a second *Paid > IWIF Approved Accident* LOA event in Workday.

See NOTE #6 on the Leave of Absence and Corresponding Time Off Codes chart located on the SPS website for instructions.