

WORKERS' COMPENSATION INFORMATION SHEET

If you are injured or become ill because of your job, you may be entitled to workers' compensation benefits.

- ✓ Report the injury to your manager or supervisor on duty immediately.
 - Fill out the Workers Compensation Claim Form (DWC1) and the Incident Report & Referral Slip for Medical Treatment form with your supervisor/Nursing office. Keep one copy for your records.
 - Take one copy of the Incident Report to Occupational Health (Monday through Friday 7: 00 a.m. to 4 p.m.) **CHS 67-120 310 825-6771** or the SMH/WWH UCLA Emergency Room for after-hours or emergent treatment.
- ✓ Supervisor should FAX a copy of the completed forms to the WC FAX line Health System HR **310 794 3337** or EMAIL to hrworkerscomp@mednet.ucla.edu or CALL **877-6UC-RPRT (877-682-7778)** with the information on the form. Supervisor should forward copy of all forms to HR by next business day.
- ✓ Go to **Occupational Health Facility (OHF) CHS 67-120** as soon as possible for medical treatment. Occupational Health will be your medical provider for the first 30 days when you have reported a work-related injury*. Contact Health System Human Resources Workers' Compensation 310 794 0500 if you have any questions about where to go for treatment. *{Exception: If pre-designated physician is on file prior to injury.}
- ✓ **You** are responsible for providing your manager with all updated doctor's notes immediately after each appointment. If you are given work restrictions, your department will provide work within those restrictions. **Contact Health System Human Resources Mark Briskie 310 794-0500 if you have questions or if your department is not able to have you work with those restrictions.**
- ✓ Retain all receipts for **expenses** related to your injury, e.g. prescription co-pay, parking. Sedgwick CMS will contact you regarding reimbursement of eligible expenses.
- ✓ **You will be assigned a claim administrator at Sedgwick CMS** which processes workers' compensation benefits for UCLA. The claim administrator will speak with you about the injury and notify you when your workers' compensation claim is accepted, delayed, or denied.
SEDGWICK CMS P.O. Box 956914, Los Angeles CA 90095-6914 (310) 253-7500
- ✓ If you are taken off work by the workers' compensation medical provider,
 - Please review the COMPARISON OF PAYMENT OPTIONS and contact Human Resources, Workers' Compensation coordinator **Cynthia Vazquez/Ingrid Garcia, at (310) 794-0500.**
Waiting Period – there is a 3-calendar day waiting period which may apply if you are off work less than 14 days. You must use your own Sick Leave for the first 3 calendar days (up to 24 hours). If you do not have enough Sick Leave, you can ask your manager to use Vacation hours or other accruals, or contact Cynthia/Ingrid in Human Resources (310)794-0500 for more information.
 - Please submit an online Leave of Absence Notice at the Health System HR website <http://hr.uclahealth.org> You can also find additional information regarding your leave of absence.
- ✓ If your claim is delayed or denied, please contact HR Benefits to obtain a Disability packet. You may also contact Health System Human Resources, Workers' Compensation coordinators Cynthia Vazquez/Ingrid Garcia (310) 794-0500 for further assistance.

If you have any questions regarding the workers' compensation process, please contact Health System Human Resources Workers' Compensation 310 794 0500

PLEASE READ THIS INFORMATION CAREFULLY, IT WILL AFFECT YOUR PAYROLL AND BENEFITS.

COMPARISON OF PAYMENT OPTIONS

WHEN YOUR WORKERS' COMPENSATION CLAIM IS ACCEPTED AND TEMPORARY DISABILITY PAYMENTS BEGIN.

	OPTION 1	OPTION 2	OPTION 3
Description of option	No use of sick leave or vacation to supplement TTD payments	Use of sick leave (SL) only to supplement TTD payments	Use of sick leave (SL) <u>and</u> vacation (VAC) to supplement TTD payments
Who is eligible?	All University employees	University employees who accrue sick leave	University employees who accrue sick leave and vacation
Temporary Disability (TTD) Payments <i>TTD = 2/3 Salary up to State-mandated maximum Injuries on or after 01/01/12 \$1010.50 weekly Injuries on or after 01/01/13 \$1066.72 weekly mailed directly from Sedgwick CMS</i>	2/3 salary (Maximum of \$ <u>1010.50</u> weekly): <i>TTD check only = 2/3 salary to maximum of \$1010.50 weekly</i> PLEASE CONSIDER: When choosing this option, if you were paid for any sick leave or vacation time listed on your timesheet by your supervisor, that amount will be considered an 'overpayment'. Under this option, those hours will be returned to your leave bank <u>and</u> the pay you received must be paid back to UCLA Payroll.	100 % of salary while sick leave is used to supplement TTD benefit: <i>TTD + UC check for SL = 100% salary</i> 80% Extended Sick Leave (ESL) after sick leave is exhausted. Department pays the <u>difference between</u> 80% of salary and TTD check (80% ESL paid for a maximum of 26 weeks). <i>TTD + UC check for 80% ESL = 80% salary</i> TTD benefit may continue after 80% ESL is exhausted if disability continues.	100 % of salary while sick leave and then vacation are used to supplement TTD benefit: <i>TTD + UC check for SL/VAC = 100% salary</i> 80% Extended Sick Leave (ESL) after sick leave <u>and</u> vacation are exhausted. Department pays the <u>difference between</u> 80% of salary and TTD check (80% ESL paid for a maximum of 26 weeks). <i>TTD + UC check for 80% ESL = 80% salary</i> TTD benefit may continue after 80% ESL is exhausted if disability continues.
OPTIONAL Supplemental Disability (Employee Paid) (previously elected voluntary enrollment by employee)	Not applicable	<u>After 80%ESL is exhausted.</u> 2/3 of salary (Maximum \$1010.50 weekly), plus Supplemental Disability to equal 70% of salary (Current Maximum \$10,000 monthly. 01/01/13 Maximum \$15,000 monthly.) <i>TTD + Supp Disability = 70% salary</i> Paid for a maximum of one year.	<u>After 80%ESL is exhausted.</u> 2/3 of salary (Maximum \$1010.50 weekly), plus Supplemental Disability to equal 70% of salary (Current Maximum \$10,000 monthly. 01/01/13 Maximum \$15,000 monthly.) <i>TTD + Supp Disability = 70% salary</i> Paid for a maximum of one year.
Taxability?	TTD payments from Sedgwick CMS are not taxable income	TTD payments from Sedgwick CMS are not taxable income. University salary (SL or 80%ESL) in excess of TTD payment is taxable.	TTD payments from Sedgwick CMS are not taxable income. University salary (SL, VAC or 80%ESL) in excess of TTD payment is taxable.
Credit for Vacation and Sick Leave	Sick leave and vacation are earned for this period; however, earnings are only available <u>upon return to work</u>	Sick leave and vacation are earned for this period; however, accruals are only available while at 100% salary or <u>upon return to work</u> .	Sick leave and vacation are earned for this period; however, accruals are only available while at 100% salary or <u>upon return to work</u> .
VOLUNTARY DEDUCTIONS** Health, Dental, Vision or (Life, Credit Union, etc.)	<i>IF YOU ARE ELIGIBLE FOR FMLA** (Family Medical Leave Act):</i> Regents' contributions will be made for Health, Dental and Vision for a maximum of 12 weeks. After 12 weeks on FMLA, you must make direct payment of <u>FULL</u> premiums to the Benefits office. No Regents' contributions will be made after 12 weeks on FMLA. ****All additional elected coverage and the employee co-payment for Health must be paid directly to the Benefits Office. **** <i>IF YOU ARE NOT ELIGIBLE FOR FMLA**:</i> <u>FULL</u> payment of all premiums must be made to the Benefits Office to continue coverage. No Regents' Contributions will be made.	Automatic deduction from University salary with credit for Regents' contributions while at 100% and 80% salary. After 80%ESL exhausts, Regents' contribution for <u>Health only</u> may be made if active employee is on Leave Without Pay and receiving TTD. <i>IF YOU ARE ELIGIBLE FOR FMLA**:</i> The days that you are out of work on Workers' Compensation disability will be counted as FMLA taken for the current year. (Maximum of 12 workweeks are available each calendar year.)	Automatic deduction from University salary with credit for Regents' contributions while at 100% and 80% salary. After 80%ESL exhausts, Regents' contribution for <u>Health only</u> may be made if active employee is on Leave Without Pay and receiving TTD. <i>IF YOU ARE ELIGIBLE FOR FMLA**:</i> The days that you are out of work on Workers' Compensation disability will be counted as FMLA taken for the current year. (Maximum of 12 workweeks are available each calendar year)
University of California Retirement Plan (UCRP) or Public Employee's Retirement System (PERS) membership	Optional: If you wish to continue membership, YOU MUST PAY BOTH employee and Regents' contributions. Contact HSHR Benefits regarding buy-back contributions after return to work.	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary. Contact HSHR Benefits regarding buy-back contributions after 80% ESL exhausts and return to work.	Automatic deduction with credit for Regents' contributions while on 100% or 80% salary. Contact HSHR Benefits regarding buy-back contributions after 80% ESL exhausts and return to work.

**PLEASE NOTE Workers' Compensation Illnesses and Injuries generally qualify as a serious injury or illness under FMLA.