

SECTION 12: LEAVE ACCOUNTING

GGU Injury Leave Bank

INTRODUCTION

Article 29.03 established an Injury Leave Bank for General Government (GGU) employees on July 1, 2004. The bank is for employees injured in a direct physical assault in the course of the performance of the employee's duties, which causes him/her to be unable to perform those duties. The injury must qualify for workers' compensation. Injury Leave hours are to finance the member's contribution necessary to maintain their base salary and benefits under the Workers' Compensation Act.

PROCEDURES

Contributions to the Bank

For the life of the Agreement, the employer contributes eight (8.00) dollars annually to the injury leave bank for each GGU employee (status PR, PE, PV) paid during the 07/16/xx pay period. This employer charge (V910) posts to the employee's collocation code(s) of record listed on the A4 screen or to the override collocation code(s) entered in the pay batch during the pay period the charge is processed.

The Division of Finance (DOF) audits the injury leave account on a yearly basis. Funds remaining in the account at fiscal year end are carried forward to the next fiscal year.

Authorization

Subject to availability of funds, the Union is contacted regarding a qualifying workplace assault and authorizes the use of injury leave. The Business Manager of the Union must send a request for leave use, in writing, to the Commissioner of Administration no later than ten (10) calendar days from the date of the assault. The Commissioner approves/disapproves use of injury leave for the absence. An employee may be assigned to work at the discretion of the State providing such work does not adversely affect an injury.

The approved leave request is then forwarded to the Director of the Division of Personnel for distribution to the employee's Technical Service Group (TSG).

It is not necessary for the employer to require a physician's statement in cases where an employee suffers a physical assault injury on the job resulting in an absence of three (3) days or less.

Injury Leave Use

When an employee is assaulted on the job, the supervisor should immediately report the work place injury. The employee or supervisor must submit a leave slip with the timesheet at the end of the pay period. The leave slip should indicate workers' compensation.

1. If the injury leave approval is received prior to the pay period processing, charge the absence to the injury leave earnings code, E148. If the approval is only for leave during the waiting period (initial three days), charge only the amount of hours necessary to complete the waiting period. For example, if an employee scheduled to work from 8:00 a.m. to 4:30 p.m. is injured at 2:00 p.m., enter 2.5 hours of E148.
2. If the approval is not received prior to the pay period processing, initially charge the employee with personal, sick, excess sick or donated leave as appropriate. Once the approval is received, process a late leave adjustment to charge E148 and credit the actual leave type used, in the current pay period.

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3. If at the time of processing more than 30 days has passed from the date of the injury, contact DOF Workers' Compensation desk for assistance in determining if the adjuster has paid or will be paying for the waiting period. If it has been paid, replace the number of hours charged to the employee's leave account(s) with E148 and collect the workers' compensation wages paid for the initial waiting period. No regular workers' compensation processing will occur.

In the 3rd situation above, DOF and the TSG's should coordinate collection efforts. DOF will determine the amount of workers' compensation dollars to be collected based on the amount the employee received from workers' compensation. The TSG will contact the employee to request a personal check. If the situation requires it, a net deduction (V999) can be set up to collect the amount due. All dollars collected will be deposited back into the Injury Leave account. DOF will provide a copy of the AKSAS audit trail showing individual transactions with the monthly reports to the union.

The employee is required to sign over to the State of Alaska all wage compensation received from the workers' compensation adjuster while using injury leave. If the employee is approved for injury leave use beyond the initial waiting period, DOF will notify the Director of the Division of Risk Management by email and copy the Department of Administration, Division of Administrative Services, Finance Officer.

The email should request that the employee receive paper workers' compensation checks instead of electronic transfer of funds. The employee should endorse the checks by writing "Pay to the order of the State of Alaska", sign the check, and send it to the employee's Technical Service Group. After placing a copy of the check in the employee's file, forward the check to the Department of Administration, Division of Administrative Services, Finance Officer. The check will be deposited in the injury leave account to CC 63000220-00000-51019006-21206. **Technical Service Groups must ensure checks are turned over to the State of Alaska.**

The employee is eligible for a maximum of 1000 hours injury leave for the life of the contract. Once authorized and approved, the total time the employee is absent due to the injury counts toward the 1000 hour limit.

Monitoring the Absence

The technical service groups must monitor the absence to comply with the 1000 hour limitation and possible payment of the waiting period by workers' compensation.

All hours **not** authorized as injury leave and all hours over the 1000 hour threshold are processed through regular workers' compensation processing. The employee will be required to use personal or sick/annual leave if necessary to supplement workers' compensation payments and the employee should cash the workers' compensation checks. **Technical Services must notify the Division of Finance and the workers' compensation desk when an employee is about to exceed 1000 hours injury leave.**

CONCLUSION

The Injury Leave Bank is funded by the employer to cover authorized wages of employees injured by an assault on the job.

- The **Commissioner of Administration** or designatee (Division of Labor Relations) must approve/disapprove all requests submitted by the Union business manager.
- The **employee** is paid out of the injury leave account for the time period authorized and continues to receive retirement service credit and leave accruals for this period. The employee must sign over any wage compensation received from the workers' compensation adjuster while on injury leave. Time absent, but not authorized for injury leave, is processed through regular workers' compensation processing.
- **DOF and TSG's** must coordinate tracking to notify Risk Management to issue paper workers' compensation checks and ensure endorsed checks are collected and processed.