
Workers' Compensation Payroll Integration For Accepted Claims (RSK-P206)
Sacramento City Unified School District

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- 5.2.5 Should the employee need to be off work longer than the first 60 days, all the employee's available unused sick leave is then recorded on the same worksheet to be used only to the extent that the TPA does not pay. This is sick leave coordination.
- 5.2.6 If an employee is required to be off work after all regular and half-pay or differential sick leave is exhausted, coordination varies according to classified or certificated designation. Please refer to associated flow charts for classified and certificated employees on the following pages. While the employee's check will be docked, the docking will be made up to the extent of the checks received on the employee's behalf from TPA.
- 5.2.7 Human Resources and TPA will be notified of an employee's last available paid day so the workers' compensation checks will go directly to the employee if still off work and receiving payments from TPA.

6.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TPA check – Risk Management copy	Locked in storage cabinet	At least 5 years	N/A	Locked storage cabinet
Internal 60 day tracking excel worksheet	Electronic in secure drive	Case by Case evaluation	Printed or deleted as appropriate	Electronic or printed in secure drive or claim file

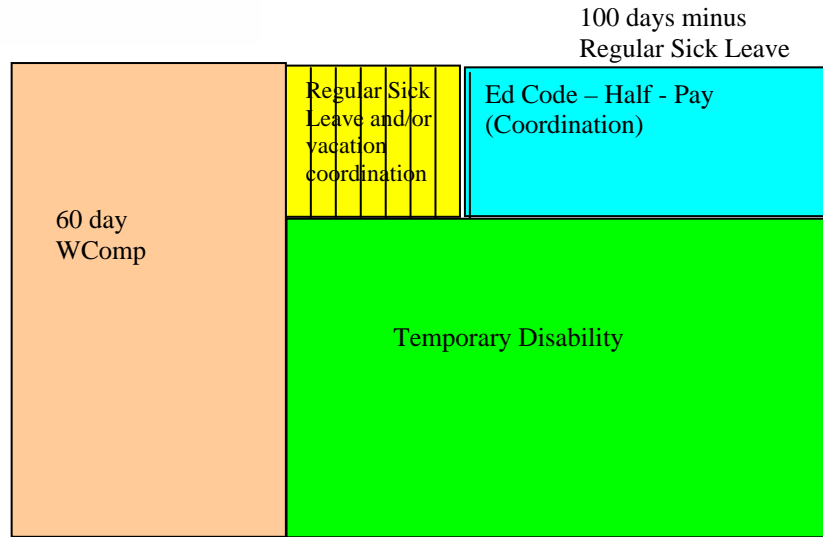
7.0 REVISION HISTORY: 1/29/04

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/29/03	NC	
1/7/05	A	Updated with Flowcharts
2/5/07	B	Updated Classified Flowchart to match 100 day arbitration agreement
3/25/08	C	Updated to current process

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Workers' Compensation 100 Day Coordination Flowchart

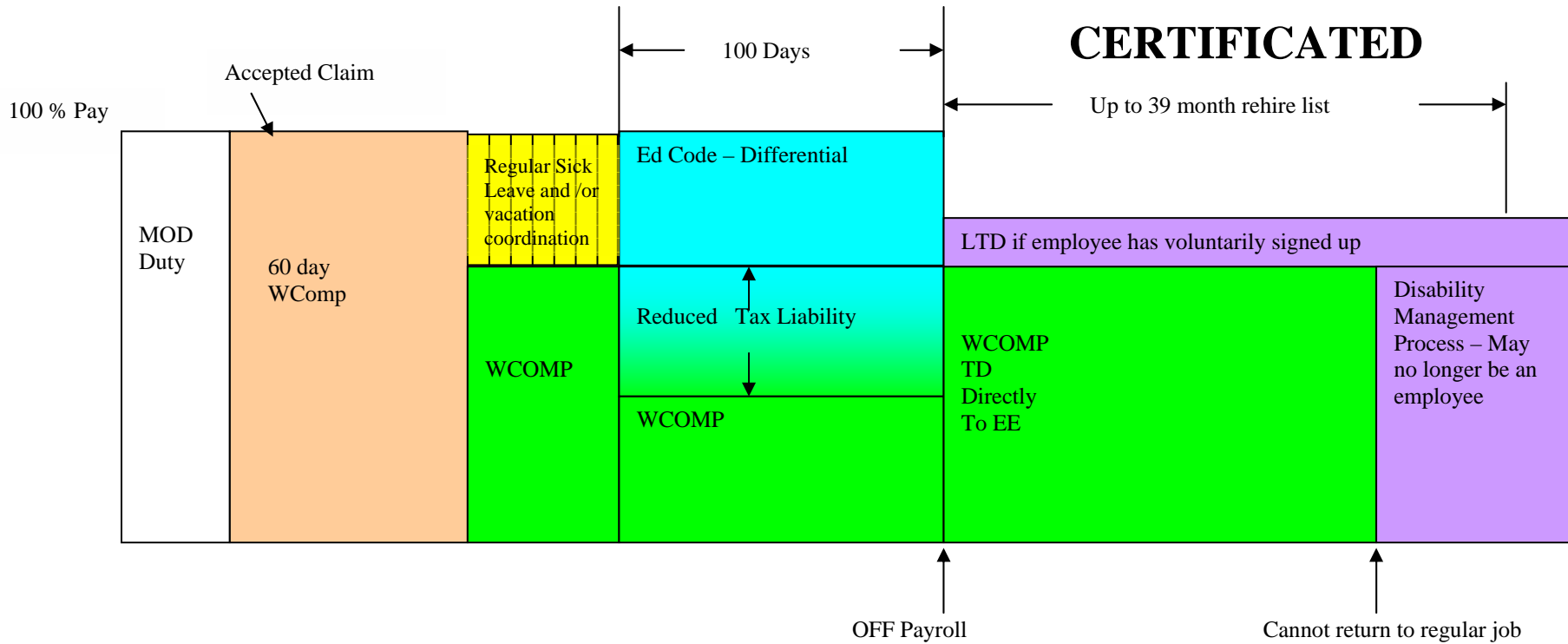


* Note: Regular sick leave is used first, then vacation (if requested), then ½ days. To calculate the number of ½ days allowed in one fiscal year, take 100 days minus regular sick leave. Those ½ days may be fractionalized but not carried over until the next year. Days will likely exceed 100 days.

Health Benefits

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Workers' Compensation 100 Day Coordination Flowchart



Health Benefits

