

**WORKERS’ COMPENSATION PAYROLL PROCESS**

**Acronyms to know:**

**PIL-** Injury in the line of duty (All employees have 10 **PAID** days per Fiscal Year)

**NIL-**Not paid in the line of duty (Unpaid leave)

**SCK-** Sick Pay

**Working with Restrictions:** If an employee is working with restrictions, there is **NO** change to the employees pay rate. If the injured worker must leave work for a worker’s comp (WC) doctor’s appointment the employee can use PIL time to cover the time missed. Unless ordered by the workers comp doctors, employees must return to work after each appointment.

**Unable to Work Due to Restrictions:** School Board policy provides up to a maximum of ten (10) days per fiscal year of **‘PIL**” for employees injured in the performance of official duties. If after using the **ten** (10) **PAID** days you are unable to return to work AND have qualified to receive workers’ compensation benefits, you will be paid two-thirds (0.6667) of your average weekly wage up to the maximum compensation rate established by law, from our workers’ compensation provider, Sedgwick CMS.

The remaining one-thirds (0.3333) is paid by the employee via their sick leave. Once sick leave is exhausted, the employee will only receive WC pay through the WC provider Sedgwick.

\*Vacation time may be used after the sick time is exhausted, but the employee needs to agree and sign for the use of vacation.

**\*Secretaries please note after 5 days out of work a Leave of Absence (LOA) must be in place. Please contact the Leaves Specialist ( Millie Kairuz-Bedoya)**