




## LOA CHECKLIST – WORKER’S COMPENSATION

	Items to be Completed for Employees
	View IT0000. Ensure that EE is not already on a LOA.
	View EE’s eligibility for any requested leave.
	Check CATS_DA to ensure that all time has been entered, released, approved and that time eval has run to ensure correct quotas.
	If EE is using any type of leave, check PT50 to make sure they have the hours available in their quota.
	Communicate with the Benefits Representative of the EE going on the LOA – they have additional responsibilities in communication with the EE.
	All EEs are initially put on the WC 7-Day Waiting Period. These are counted as <i>calendar days</i> . The medical report will determine what Action will follow. If the 7 days are not consecutive, then multiple actions will need to occur (i.e. WC – 7 Day, Reinstatement, WC – 7 Day, WC w/ Supplement). If the employee is out a partial day with lost wages, that is counted as one whole day. Doctor appointments do not count – only days with lost wages.
	On the PCR and Action, use the date <i>following</i> the incident as the beginning date.
	Make sure that you enter notes both on the PCR and on the Action.
	Do NOT enter “Last Day Worked” on Employee Action Request (PCR).
	On IT0007, always place FT employees on D01N08GN schedule. Place PT employees on their respective schedule. Both FT and PT employees should be placed on Positive Time Recording.
	All EEs should be offered the WC w/ Supplement if they have sufficient Sick Leave to cover the hours. This consists of 2 hours sick leave per week. Communicate with the Leave Administrator as to who will be manually entering the 2 hours sick leave every week for the supplemental pay. (Normally 2 hours...refer to OSP schedule)
	With all LOAs that include a holiday, IT2001 (Absences) include the first set of dates <i>up to the holiday</i> . A subsequent PA30 transaction for IT2001 would need to document the holiday itself. A follow-up PA30, IT2001 would need to document leave taken <i>after the holiday</i> . Repeat if multiple holidays.

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	<p>If an EE returns from WC less than his/her previous schedule, the Reinstatement Reason should be Ret from WC with Restrictions. On IT0007, review and keep the D01N08G schedule and Positive Time Recording – do not check the part time box.</p> <p style="text-align: center;"><b>NOTE:</b> Create Appointment Change to reflect the change.</p>
	<p>When reinstating an employee, make sure that IT0007, Planned Working Time, is readjusted so that the employee’s original work schedule and time recording are entered.</p>
	<p>When returning an employee from leave, also verify the following leave statuses:</p> <ul style="list-style-type: none"><li>• Holidays</li><li>• Leave Accruals</li><li>• Longevity</li></ul>