

## WORKERS' COMPENSATION INSURANCE REQUEST FOR PAID LEAVE

\_\_\_\_\_ Name \_\_\_\_\_ Date of Injury/Illness \_\_\_\_\_ Department

If you sustain an on-the-job injury covered by workers' compensation insurance and are unable to work,<sup>1</sup> The University of Texas System will pay reasonable and necessary medical bills resulting from the injury in accordance with the Texas Workers' Compensation Act. You will be allowed to remain on the payroll using all paid leave available to you. When all available leave is used you will be removed from the payroll<sup>2</sup> and workers' compensation temporary income benefits will begin as prescribed by law.<sup>3</sup> **Your choice will remain in place for the duration of the claim or until you have exhausted your sick leave.**

Option A:  I wish to use sick leave to remain on the payroll until sick leave is exhausted on \_\_\_\_\_ (MM-DD-YY)

I currently have \_\_\_\_\_ hours of sick leave available

If you elect to use sick time, you will be required to continue using sick time for the duration of your claim. After your sick leave is exhausted you may choose to use other available leave or be placed on workers' compensation temporary income benefits (TIBS) provided you have not been released to return to work.

Option B:  I do not wish to use sick leave. Please place me on leave without pay for all time lost on \_\_\_\_\_ (MM-DD-YY)

If you elect **not** to use sick leave, temporary income benefits (TIBS) will begin following the statutory 7-day waiting period, provided you have not been released to return to work. You will **not** be paid during the 7-day waiting period. If you remain off of work for a 2-week period, you will be reimbursed for the 7-day waiting period by UT System. The reimbursement will be based on your average weekly wage amount.

Option C:  Sick leave has been exhausted. I wish to use other paid leave to remain on the payroll from:

\_\_\_\_\_ to \_\_\_\_\_ (MM-DD-YY)

I currently have \_\_\_\_\_ hours of other leave currently available

Option D:  No leave is available or all accrued leave has been exhausted. Employee will be placed on leave without pay as of: \_\_\_\_\_ (MM-DD-YY)

\_\_\_\_\_  
Employee Signature or Approval Received via Phone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head, Supervisor or Employer Official

\_\_\_\_\_  
Date

- 1** Employees are expected to provide information to their employers on a regular basis regarding their work status. Workers' compensation temporary income benefits are intended only for employees who are unable to work because of a work-related injury.
- 2** Employees are responsible for their Health Insurance Premium after being in an unpaid leave status for more than 1 calendar month. For information regarding the Family and Medical Leave Act (FMLA), contact Human Resources at (713) 500-3130; HCPC employees call (713) 741-7892. For information regarding Health Insurance, contact Benefits at (713) 500-3935.
- 3** Workers' compensation temporary income benefits for injuries sustained September 1, 1993, and thereafter, will be calculated at a percentage of your average weekly wage not to exceed the maximum allowable rate permitted by law.

**Note: Supervisor/Employer's failure to report lost days, return to work, resignations/terminations within (3) days of knowledge could result in fines up to \$25,000.00 per day per occurrence issued by the Texas Department of Insurance-Division of Workers' Compensation.**

With few exceptions, you are entitled on your request to be informed about the information UT HSC-H collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have UTHSC-H correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that UTHSC-H collects will be retained and maintained as required by Texas records retention law (Section 441.180, et. seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.